



VanderHouwen

Recruiting • Relationships • Opportunity

Minnesota Handbook Addendum **Effective February 2024**

Equal Employment Opportunity

As set forth in the New Hire Orientation, VanderHouwen is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Minnesota law, which prohibits discrimination and harassment against employees or applicants for employment based on race (including traits associated with race, such as hair texture and hair styles (e.g., braids, locs and twists)), color, creed, religion, national origin, sex (including pregnancy, childbirth and related disabilities), marital status, familial status (including status as a family caregiver), sexual orientation (including actual or perceived sexual orientation and gender identity), status with respect to public assistance membership or activity in a local commission, disability, military status, the use of lawful products (e.g. tobacco products) off company premises during nonworking hours, genetic information and age (over 18).

The Company also complies with the Minnesota law prohibiting discrimination against employees because they decline to contribute or donate to charities or community organizations and the law prohibiting discrimination based on an employee's wages being subject to garnishment. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

Pregnancy Accommodation

In addition to the pregnancy accommodations provided in accordance with the federal Pregnant Workers Fairness Act (PWFA), the Company will provide employees with reasonable accommodations for health conditions related to pregnancy or childbirth, in accordance with Minnesota law.

Employees may request reasonable accommodations such as temporary transfer to a less strenuous or less hazardous position, temporary leave of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods and limits to heavy lifting. The following reasonable accommodations will be provided upon request and do not require medical certification: (1) more frequent or longer restroom, food, and water breaks; (2) seating; and/or (3) limits on lifting over 20 pounds.

For all other requests for reasonable accommodation, employees must obtain the advice of their licensed health care provider or certified doula. The Company reserves the right to refuse such requests if it would impose an undue hardship on the company's business operations.

A reasonable accommodation does not require the Company to create a new or additional position, terminate any other employee, transfer any other employee with greater seniority, or promote any employee.

Employees who take a leave of absence under this policy will be reinstated to the same position and pay (including any automatic adjustments that occurred during the leave period) or to a position of comparable duties, hours and pay. Employees may be permitted to return to employment on a part-time basis during the leave period. Employees wishing to return on a part-time basis should contact VanderHouwen Human Resources. Employees returning from a leave lasting longer than one month must notify VanderHouwen Human Resources at least two weeks prior to the anticipated return date.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact VanderHouwen Human Resources.

The Company will not terminate, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against employees because they request or make use of accommodations in accordance with this policy. This policy does not limit a pregnant employee's rights under any other policy or laws protecting gender, pregnancy and childbirth, or health conditions related to pregnancy or childbirth.

Employees who believe they have been denied an accommodation or break time, retaliated against, or otherwise treated in a manner that violates this policy should immediately report this concern to VanderHouwen Human Resources. Employees who believe their rights under the Nursing Mothers, Lactating Employees and Pregnancy Accommodations law have been violated can also contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075. Individuals have the right to file a civil lawsuit for relief. Additional information about the law can be found at dli.mn.gov/newparents.

Wage Disclosure Protection

No employee will be prohibited from disclosing the amount of their wages or discussing another employee's wages which have been disclosed to them voluntarily. The Company will not take any adverse employment action against an employee because the employee makes such a disclosure, engages in such discussion, or asserts any rights under this policy.

Nothing in this policy will be construed to require an employee to disclose their wages to anyone. Moreover, this policy does not permit the disclosure of any proprietary information, trade secret, or information that is otherwise subject to a legal privilege or protected by law, without the express written consent of management; nor does it condone the disclosure of protected information concerning other employees to a competitor where prohibited by policy or contract.

An employee may bring a civil action for a violation of this policy seeking any of the remedies available under the Minnesota's Wage Disclosure Protection Law, including if appropriate, reinstatement, back pay, restoration of service credit, and expungement of adverse employment records.

Access to Personnel Files

Employees may review or obtain a copy of their personnel file once per six-month period, by submitting a written request to VanderHouwen Human Resources. The review will take place in the presence of a company representative and during normal business hours. Upon separation from employment, employees may obtain a copy of their personnel file once each year after separation for as long as the personnel record is maintained.

The following records are not subject to inspection: written references or letters of recommendation; certain information pertaining to a criminal or civil investigation; certain protected educational records; results of employer testing (except for cumulative scores); medical records; information relating to the Company's salary system and staff planning; certain information relating to other people, including co-workers; and certain privileged information.

Employees who disagree with any of the information contained in their personnel file should notify VanderHouwen Human Resources. If an employee and the Company cannot agree to remove or correct the specified information, the employee may submit a written statement, not to exceed five pages in length, explaining their position regarding the disputed information. The statement will be maintained as part of the employee's personnel file and included in any disclosure to a third party.

Paid Sick Leave

The Company provides eligible employees with paid sick leave according to the Minnesota Earned Sick and Safe Time Law (ESSTL).

Eligibility

All employees working in Minnesota for the Company for 80 hours in any year are eligible to receive leave under this policy. Employees working in Minneapolis, St. Paul, or Bloomington will earn leave according to this policy. In instances where this policy conflicts with the sick leave policy in Minneapolis, St. Paul, or Bloomington the most generous policy will be applied.

Accrual and Carryover of Leave

Employees begin to accrue sick leave on their first calendar day of employment with the Company or their date of eligibility under this policy, whichever is later.

Sick leave accrues at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours in a benefit year, and an overall accrual cap of 80 hours. Employees may carry over all accrued but unused sick leave from one benefit year to the next. The Company does not pay out any unused sick leave at year-end in lieu of carryover.

Once an employee's sick leave balance reaches 80 hours, no further sick leave will accrue until previously accrued sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue sick leave because their balance was at the accrual cap. For purposes of this policy, the "benefit year" is an anniversary year starting on the employee's hire date.

Employees accrue sick leave based on all hours worked, including overtime.

Employees can determine the amount of sick leave available for use by reviewing their paystubs or reaching out to Payroll@vanderhouwen.com.

Using Leave

Employees may use sick leave as it accrues.

Employees must use sick leave in increments of one hour.

Employees are not required to search for or find a replacement worker to cover the period during which they use sick leave.

Covered Reasons for Use

Sick leave may be used only during times that an employee cannot work for the following reasons:

- The employee's mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical or health care.
- A family member's mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical or health care.

- Closure of the employee's place of business, or family member's school or place of care, due to weather or public emergency.
- The employee's inability to work or telework because the employee is:
 - Prohibited from working by the Company due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
 - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the Company has requested a test or diagnosis.
- Health authorities having jurisdiction or a health care professional determines that the employee's or a family member's presence in the community would jeopardize others' health because of the individual's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
- Absences due to domestic abuse, sexual assault or stalking of the employee or a family member, provided the absence is to:
 - Seek medical attention related to a physical or psychological injury or disability;
 - Obtain services from a victim services organization;
 - Obtain psychological or other counseling;
 - Seek relocation or take steps to secure an existing home; or
 - Seek legal advice or take legal action, including preparing for or participating in a civil or criminal legal proceeding.

For purposes of this policy, "family member" means the employee's:

- Spouse or registered domestic partner;
- Child, regardless of age or dependency status (including a biological child, adopted child, stepchild, foster child, legal ward, child for whom the employee is a legal guardian and child for whom the employee stands or stood *in loco parentis*);
- Parent (including a biological parent, stepparent and person who stood *in loco parentis* when the employee was a minor child);
- Grandchild (including a foster grandchild and step grandchild);
- Grandparent (including a foster grandparent and step grandparent);
- Sibling (including a foster sibling and stepsibling);
- Parent's sibling;
- Sibling's child;
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; or
- Designated person (i.e., a person identified annually by the employee as another person for whom the employee requests sick leave).

A "family member" also includes a family member of the employee's spouse or registered domestic partner.

Notice Required

If the need to use sick leave is foreseeable, such as for prescheduled medical appointments or court dates in domestic violence cases, employees must provide at least seven days' advance notice of an absence from work to the Client Supervisor and VanderHouwen Human Resources. If the need to use sick leave is unforeseeable, employees must provide notice to the Client Supervisor and VanderHouwen Human Resources as soon as practicable. Employees may provide notice by emailing HR@vanderhouwen.com.

The employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a sick leave absence. Employees may provide notice to VanderHouwen Human Resources by completing a request form and returning it to VanderHouwen Human Resources within five business days.

Verification of Absence

If an employee uses sick leave for more than three consecutive workdays, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's or a family member's health condition); police report, court document or court order of protection (indicating domestic violence, stalking, etc.); and other verification as permitted by applicable law.

The Company will keep confidential any documentation or verification information provided regarding leave use, in accordance with federal, state, and local law.

Discipline for Unprotected Use of Leave

Discipline, up to and including termination, may be taken against an employee who:

- Uses sick leave for a purpose not covered by, or in a manner not consistent with, the ESSTL; or
- Violates this policy's requirements concerning requesting, using, recording, verifying, or documenting sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The Company does not pay employees for unused sick leave at any time, including upon separation from employment for any reason.

If an employee is rehired within 180 days of employment ending, the employee's previously accrued but unused sick leave balance will be reinstated and made available for use in accordance with the ESSTL.

Antidiscrimination and Retaliation

If the use of sick leave complies with the requirements of this policy and the ESSTL, the Company will not count employees' use of sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of sick leave will not lead to or result in discipline, demotion, suspension, or termination.

The Company will not retaliate or discriminate against any employee for requesting or using sick leave for authorized circumstances; making a complaint or informing a person about a suspected violation of this policy; cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation; opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law; or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about this policy should contact VanderHouwen Human Resources.

Adoption Leave

Employees who are adoptive parents will be permitted to take up to four weeks of leave for the adoption of a child. Leave may begin before or at the time the child is placed in the home.

For further information or to request leave under this policy, employee may contact VanderHouwen Human Resources.

Family Military Leave

Employees will be given time off to attend a send-off or homecoming ceremony for an immediate family member who is a member of the United States armed forces and has been ordered into active service in support of a war or other national emergency unless the time off would unduly disrupt the operations of the Company. For purposes of this leave, "immediate family member" means an employee's grandparent, parent, legal guardian, sibling, child, spouse, fiancé, or fiancée. The time off will be limited to the actual time necessary to attend the send-off or homecoming ceremony for the mobilized service member, not to exceed one day in any calendar year.

Additionally, employees who are the spouse, parent, or child of a member of the United States or state military forces will be allowed a reasonable amount of unpaid time off, not to exceed two consecutive days or six days in a calendar year, to attend:

- The departure or return ceremonies for deploying or returning military personnel or units;
- Family training or readiness events sponsored or conducted by the military; and
- Events held as part of official military reintegration programs.

Employees must provide reasonable notice when requesting time off for these purposes.

Employees will also be allowed a leave of absence of up to 10 working days in the event that an immediate family member is injured or killed while engaged in active service as a member of the United States armed forces. For purposes of this leave, "immediate family members" include an employee's parent, child, grandparent, sibling, or spouse. Employees must give as much notice to the Company as practicable of the intent to take this leave. The Company may require employees to use any available paid leave.

Where applicable and allowed by law, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

Time of under this policy will be unpaid.

The Company will not discriminate or retaliate against employees who request or take leave in accordance with this policy.

Employees with questions about this policy, or who would like to request a leave of absence should contact VanderHouwen Human Resources.

School Conferences and Activities Leave

The Company will grant up to 16 hours of time off during any 12-month period for employees to attend their child's special education, preschool or school conferences or school-related activities if those conferences or activities cannot be scheduled during nonwork hours.

For purposes of this policy, "child" includes foster children.

When the need for leave under this policy is foreseeable, employees must provide reasonable advance notice to their Client Supervisor and VanderHouwen Human Resources and must make a reasonable attempt to schedule the leave so as not to unduly disrupt the client's operations.

Time off under this policy will be unpaid.

Bone Marrow Donor Leave

Employees who work an average of 20 hours or more per week will be allowed a paid leave of absence to undergo a medical procedure to donate bone marrow. The length of the leave may not exceed 40 work hours.

Employees must provide VanderHouwen Human Resources with reasonable notice of the need for leave and must submit verification from a physician detailing the purpose and length of the leave requested. If there is a medical determination that the employee does not qualify as a donor, the paid leave of absence provided to the employee prior to that medical determination will not be forfeited.

The Company will not retaliate against an employee for requesting or obtaining leave under this policy.

Military Leave

In addition to the rights set forth in the New Hire Orientation, employees who are members of the military or naval forces of the United States or Minnesota will be allowed an unpaid military leave of absence of up to four years when called to active state or federal military service during time of war or emergency.

The Company will reinstate employees returning from military leave to the same position or a position of like seniority, status and pay, provided that the:

- Leave does not exceed four years, unless a period of additional service is imposed by law;
- Employee is not precluded by a mental or physical disability from performing the duties of the position;
- Employee provides a certificate of honorable discharge or other official document that shows satisfactory completion of service; and
- Employee applies to the Company within 90 days of discharge from actual service or from hospitalization for a service-connected injury (as long as recuperation has not taken more than one year).

Upon reinstatement, employees will have the same rights with respect to accrued and future seniority status, efficiency rating, sick leave, and other benefits as if they were actually employed during the time of military leave.

The Company will not terminate an employee who is returning from military leave with the United States armed forces, without cause, within one year following the date of reemployment.

The Company will not discriminate or retaliate against an employee because they take a leave of absence in accordance with this policy.

Quarantine Leave

The Company will not terminate, discipline, threaten, or otherwise penalize an employee who is absent from work as a result of being isolated or quarantined due to an illness caused by bioterrorism or certain communicable diseases for up to 21 consecutive workdays.

The Company will not retaliate against employees for requesting or obtaining a leave of absence under this policy.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they request or take leave in accordance with this policy.

Employees should provide their Client Supervisor and VanderHouwen Human Resources with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. Verification from the court clerk of having served may also be required.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable.

Crime Victim or Witness Leave

Employees who are crime witnesses or crime victims and who are subpoenaed or requested by a prosecutor to attend court for the purpose of giving testimony in a criminal proceeding will be given reasonable time off from work to do so.

Additionally, employees will be allowed reasonable time off from work to attend criminal proceedings related to a violent crime, if they are: (1) the victim of the crime; (2) the spouse or next of kin of the victim or (3) the family member, guardian or custodian of a minor, incompetent, incapacitated, or deceased individual who was the victim.

Employees seeking leave under this policy must provide 48 hours' advance notice to their Client Supervisor and VanderHouwen Human Resources unless it is impracticable or an emergency prevents them from doing so. The Company may require that employees provide verification to support the need for this leave.

Time off under this policy will be without pay.

The Company will maintain as confidential any information related to an employee's leave under this policy.

Time Off to Vote

The Company encourages employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Employees who are eligible to vote may take the necessary amount of time off to appear at the employee's polling place, cast a ballot and return to work. Time off is paid and may be taken to vote in any regularly scheduled state primary or general election, an election to fill a vacancy in the office of a United States senator or United States representative, or an election to fill a vacancy in the office of a state senator or state representative.

Please notify your Client Supervisor and VanderHouwen Human Resources of the need to take time off. Proof of voting may be required by VanderHouwen.

Political Leave

Employees who are members of a state central committee or executive committee or who are a delegate to a party convention will be allowed a leave of absence to attend such meeting or convention. Employees wishing to take leave under this policy should notify their Client Supervisor and VanderHouwen Human Resources in writing at least 10 days in advance. Leave under this policy will be unpaid.

Election Judge Leave

Employees will be allowed time off to serve as an election judge.

Employees taking leave under this policy must provide at least 20 days' written notice to VanderHouwen Human Resources of the need for leave and certification from the appointing authority indicating the hours to be served and compensation to be paid.

The Company will reduce employees' pay by the amount paid by the appointing authority for the hours of service.

Legislative Leave

An employee who is elected to public office will be allowed time off to attend meetings required for that office. Time off under this policy will be without pay. Please notify VanderHouwen Human Resources of your need for leave.

In addition, the Client may, in its discretion, allow an employee to make up time spent away from work for this purpose. Please connect with your Client Supervisor to confirm if this is an option.

The Company will not retaliate against an employee for absences to attend meetings that are required as part of the employee's public office.

Time Off to Obtain a Restraining Order

Employees who are the victim of harassment or physical or sexual assault, the guardian or conservator of such a victim; or the parent, guardian, conservator, or stepparent of a minor who is such a victim; will be allowed reasonable time off from work to obtain or attempt to obtain a restraining order.

If practicable, employees seeking leave under this policy must provide 48 hours' advance notice to VanderHouwen Human Resources except in cases of imminent danger to the health or safety of the employee or the employee's child. The Company may require that employees provide verification to support the need for this leave.

Time off under this policy will be without pay.

The Company will maintain as confidential any information related to an employee's leave under this policy.

The Company will not terminate, discipline, threaten, or otherwise discriminate or retaliate against an employee because they take reasonable time off in accordance with this policy.

Lactation Accommodation

In compliance with Minnesota's Nursing Mothers, Lactating Employees and Pregnancy Accommodations law, VanderHouwen Clients will provide reasonable paid break times each day to accommodate an employee desiring to express milk. The break time can run concurrently with rest and/or meal breaks.

VanderHouwen Clients will make reasonable efforts to provide a clean, private, and secure room or other location that is not a toilet stall and that has access to an electrical outlet for employees to express milk. Employees should discuss with their Client Supervisor and VanderHouwen Human Resources the location to express milk and to store expressed milk and to make any other arrangements under this policy.

Employees should provide reasonable notice to their Client Supervisor that they intend to take breaks for expressing milk upon returning to work.

The Company will not terminate, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate against an employee who requests or makes use of the accommodations and break time described in this policy. Employees who believe they have been denied an accommodation or break time, retaliated against, or otherwise treated in a manner that violates this policy should immediately report this concern to VanderHouwen Human Resources. Employees who believe their rights under the Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law have been violated can also contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-7075. Additional information about the law can be found at dli.mn.gov/newparents.

Meal and Rest Breaks

Employees who work eight or more consecutive hours will be provided a 30-minute meal break. During the break, employees will be relieved of all duties. An uninterrupted 30-minute meal break will be unpaid.

Employees will also be provided adequate time to use the nearest convenient restroom during each consecutive four-hour period of work.

Employees who are unable to take all of the meal or rest breaks to which they are entitled in accordance with this policy or who have been prevented or discouraged from taking a break to which they are entitled under this policy should immediately notify VanderHouwen Human Resources.

All employees must record their meal breaks.

Smoke-Free Workplace

The Company prohibits smoking in the workplace. Employees wishing to smoke must do so outside the company facilities during scheduled work breaks.

Employees who observe other individuals smoking in the workplace have a right to object and should report the violation to their Client Supervisor. Employees will not be disciplined or retaliated against for reporting smoking that violates Minnesota law or this policy.

Employees who violate this policy may be subject to disciplinary action, up to and including termination.

Cell Phone Use/Texting While Driving

The Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that in addition to being a violation of Company policy, it is a violation of Minnesota law to do any of the following while driving: initiate, compose, send, retrieve or read an electronic message (except in a voice-activated or hands-free mode); engage in a cell phone call (except in a voice-activated or hands-free mode); participate in video calling; or access stored content on a device.

Weapons in the Workplace

Regardless of whether the employee is licensed to carry the weapon, the Company generally prohibits the presence or use of firearms and other weapons during the course and scope of employees' employment.

If the client worksite has a different policy, that policy may be followed while working at that client worksite.

In compliance with Minnesota law, the Company does not prohibit employees who have valid permits from carrying or possessing firearms in company parking facilities or parking areas or from storing their firearms inside their locked, privately owned vehicle. Such lawfully possessed firearms may not be removed from the employees' personal vehicle or displayed to others.

Minneapolis Policies

Sick and Safe Time (Minneapolis)

The Company provides eligible employees with sick and safe time pursuant to the Minneapolis Sick and Safe Time Ordinance (MSSTO).

Eligible Employees

All employees are eligible to accrue sick and safe time if they physically work at least 80 hours within the geographic boundaries of Minneapolis per anniversary year.

Accrual and Use of Sick and Safe Time

Eligible employees begin to accrue paid sick and safe time on their first day of employment. Employees accrue one hour of paid sick and safe time for every 30 hours worked in Minneapolis, up to a maximum of 48 hours in a benefit year.

Employees accrue sick and safe time in one-hour increments and may not accrue in any fraction of an hour.

Employees accrue sick and safe time based on all hours worked, including overtime hours worked. Sick and safe time does not accrue when an employee is not working, such as when an employee is on vacation or out sick.

Eligible employees can begin using accrued sick and safe time after 90 calendar days of employment. Thereafter, employees may use the time as it accrues. Employees may only use accrued sick and safe time when they are scheduled to perform work within the city limits of Minneapolis.

Employees may use sick and safe time in one-hour increments.

If an employee calls in and requests a shift occurring within 24 hours of a shift start, the use of sick or safe time to cover that shift may be denied.

Reasons Sick and Safe Time May Be Used

Sick and safe time may be used for the following reasons:

- The employee's or a family member's mental or physical illness, injury or health condition; need for medical diagnosis, care, recuperation or treatment; or need for preventive care;
- Absences due to domestic abuse, sexual assault or stalking of the employee or the employee's family member to:
 - Obtain services from a victim services organization;
 - Obtain psychological, medical or other counseling;
 - Relocate or make other safety plans; or
 - Take legal action (e.g., prepare for or participate in a civil or criminal legal proceeding, or seek a restraining order);
- The closure of the employee's workplace or a family member's school or place of care by order of a public health official to limit exposure to an infectious agent, a biological toxin or hazardous material or other public health emergency; and
- The closure of a family member's school or place of care due to inclement weather or loss of power, heating or water or other unexpected closure.

Eligible family members include:

- A child (including a biological, adopted or foster child; stepchild; and adult child);
- A spouse;
- A registered domestic partner, as defined under Minnesota law;
- A sibling;
- A parent (including a stepparent and parent-in-law);
- A grandchild;
- A grandparent;
- A guardian;
- A ward; and
- A current member of the employee's household.

Employees are not required to find an employee to cover their work when they take sick and safe time.

Requesting Sick and Safe Time/Documentation

When the need for sick and safe time is foreseeable, employees must provide seven days' notice of the need for sick and safe time. If the need for sick and safe time is unforeseeable, employees must provide notice as soon as practicable. To provide notice of the need to use sick and safe time, employees should contact their manager. Employees may be asked to confirm verbally and/or in writing that sick and safe time is being used for a permissible purpose and to provide a date of return.

Employees may provide notice to VanderHouwen Human Resources by completing a request form and returning it to VanderHouwen Human Resources within five business days.

If sick and safe time is used for more than three consecutive scheduled workdays, the Company may require that employees provide supporting documentation that the sick and safe time was used for a covered purpose.

Rate of Pay for Sick and Safe Time

Sick and safe time is paid based on the employee's normal hourly rate, or the state's minimum wage, whichever is greater. The employee's normal hourly rate does not include:

- Reimbursement for expenses incurred on the Client's behalf
- Premium payments for overtime work if the premium rate is at least one-and-one-half times the normal rate

Employees will only be paid for the hours they are scheduled to work. Sick and safe time will be compensated in the same manner and at the same time as the employee would have received compensation if they would have worked.

Carryover

Accrued but unused sick and safe time can be carried over from year to year. However, the total amount of accrued and unused time may not exceed 80 hours at any time.

Separation From Employment or Transfer

Compensation for accrued and unused sick and safe time is not provided upon separation from employment for any reason. If an employee is rehired by the Company within 90 days of separation from employment, previously accrued but unused sick and safe time will be immediately reinstated and available for use. The employee may also immediately begin accruing additional time if the accrued unused time is less than 80 hours.

If an employee is transferred within the Company to a location outside of Minneapolis, the Company will maintain the employee's accrued sick and safe time on its books for three years from the date of the transfer. An employee who transfers back to Minneapolis within three years is entitled to all of their previously accrued but unused sick and safe time.

Confidentiality

The Company will, in accordance with applicable federal, state or local law, treat as confidential health information or information pertaining to domestic violence, sexual assault or stalking pertaining to the employee or the employee's family member. Such information will not be released without the employee's express permission, unless otherwise required by law or by a court or administrative agency.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or for issues related to domestic violence under certain federal, state and local laws. In certain situations, leave under this policy may run at the same time as leave available under another federal, state or local law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact their manager for information about other federal, state and local medical, domestic violence or family leave rights.

No Discrimination or Retaliation

The Company will not retaliate or discriminate against, tolerate retaliation or discrimination against, or restrain or interfere with any employee who in good faith exercises or attempts to exercise their rights under the MSSTO.

St. Paul Policies

Minimum Wage Rights

Employees who work within the City of St. Paul, Minnesota, are generally entitled to earn at least the minimum wage rate required under the City's Minimum Wage Ordinance (MWO) for time spent working in the City. The MWO applies to employees working within the city limits for at least two hours in a one-week period, regardless of their immigration status.

Employees who have questions about this policy or their pay should contact VanderHouwen Human Resources. The Company will not retaliate against employees or tolerate retaliation against employees because they request payment of the minimum wage or report a violation of the MWO. Employees have the right to report a violation of the MWO to the City of St. Paul's Department of Human Rights and Equal Economic Opportunity, Labor Standards Education and Enforcement Division, if they have been denied payment of the required minimum wage and/or have been retaliated against for requesting payment of the minimum wage or reporting a violation of the MWO.

Paid Sick and Safe Time (St. Paul)

The Company provides eligible employees with paid sick and safe time pursuant to the St. Paul Earned Sick and Safe Time (ESST) Ordinance.

Eligible Employees

All employees, including any full-time, part-time, or temporary workers are eligible to accrue sick and safe time if they work for the Company at least 80 hours in a year within the geographic boundaries of St. Paul.

Accrual and Use of Sick and Safe Time

Eligible employees begin to accrue paid sick and safe time on their first day of employment. Employees accrue one hour of paid sick and safe time for every 30 hours worked, up to a maximum of 48 hours in an anniversary year.

An employee's total amount of accrued but unused sick time cannot exceed 80 hours.

Eligible employees may not use accrued sick and safe time until 90 days after the beginning of employment. Thereafter, they may use time as it accrues.

Employees may use sick and safe time in one-hour increments.

Reasons Sick and Safe Time May Be Used

Sick and safe time may be used for the following reasons:

- The employee's own mental or physical illness, injury, or health condition; need for medical diagnosis, care or treatment; or need for preventive care;
- To care for a family member with a mental or physical illness, injury, or health condition; who needs medical diagnosis, care or treatment; or who needs preventive care;
- Absences due to domestic abuse, sexual assault or stalking of the employee or the employee's family member to:
 - Seek medical attention;
 - Obtain services from a victim-services organization;

- Obtain psychological or other counseling;
- Relocate; or
- Seek legal advice or take legal action (e.g., prepare for or participate in a civil or criminal legal proceeding);
- The closure of the employee's workplace or a family member's school or place of care by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material, or other public health emergency; and
- The closure of a family member's school or place of care due to inclement weather; loss of power, heating, or water; or other unexpected closure.

Eligible family members include the following:

- A child (including a biological, adopted, or foster child; stepchild; and adult child);
- A spouse or registered domestic partner;
- A sibling;
- A parent (including a biological parent, stepparent, and parent-in-law);
- A grandchild;
- A grandparent; and
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Requesting Sick and Safe Time/Documentation

Sick and safe time will be provided upon an employee's request. If possible, the request must include the absence's expected duration. Employees should request sick and safe time by notifying their Client Supervisor of their absence and notifying VanderHouwen Human Resources of their request for sick and safe time. If the need for sick and safe time is unforeseeable, the employee must provide notice as soon as practicable. Employees are not required to disclose the specific nature of the illness or specific reason for seeking safe time.

Employees may provide notice to VanderHouwen Human Resources by completing a request form and returning it to VanderHouwen Human Resources within five business days.

If sick and safe time is used for more than three consecutive days that the employee is scheduled to work, or if the employee has exhibited a pattern of abusing sick and safe time, the Company may require that the employee provide reasonable documentation that the sick and safe time is being used for a qualifying reason. Reasonable documentation for sick time includes any documentation that indicates the employee sought and received medical treatment (e.g., a doctor's note). Employees are responsible for the cost of such documentation not covered by insurance or any other benefit plan.

Employees will be allowed at least 14 days from the date of their return to work to obtain such documentation. Reasonable documentation for safe time must communicate that the employee or the employee's family member is experiencing domestic violence, sexual assault, or stalking and that the leave was taken for a qualifying purpose. This may include a police report, court order or an employee's written statement.

Rate of Pay for Sick and Safe Time

Sick and safe time is paid based on the employee's normal hourly rate. However, if an employee uses ESST for scheduled overtime, the Company is not obligated to pay the employee at the overtime rate.

Sick and safe time will be paid on the date the employee would have been paid for work had they not used sick and safe time.

Employees will be paid only for the hours they are scheduled to work.

Carryover

For employees who have worked within the geographic boundaries of the City of St. Paul for more than one year, accrued but unused sick and safe time can be carried over from year to year. However, the total amount of accrued and unused time may not exceed 80 hours at any time.

Separation From Employment or Transfer

Compensation for accrued and unused paid sick and safe time is not provided upon separation from employment for any reason. If an employee is rehired by the Company within 90 calendar days of separation from employment, previously accrued but unused sick and safe time will be immediately reinstated. The employee may immediately accrue additional time. In addition, the employee's hours worked before being separated count in determining the employee's eligibility to use accrued sick and safe time. Therefore, the employee may immediately use this time if they have been employed at least 90 calendar days.

If an employee is transferred within the Company to a location outside of St. Paul, the Company will maintain the employee's accrued sick and safe time on its books for three years from the date of the transfer. An employee who transfers back to St. Paul within three years is entitled to all previously accrued but unused sick and safe time.

Confidentiality

The Company will, in accordance with applicable federal, state, or local law, treat as confidential any health or medical information or information pertaining to domestic violence, sexual assault or stalking pertaining to the employee or employee's family member. Such information will not be released without the employee's express permission, unless otherwise required by law or court order.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or for issues related to domestic violence under certain federal, state, and local laws. In certain situations, leave under this policy may run at the same time as leave available under another federal, state, or local law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact their manager for information about other federal, state, and local medical, domestic violence or family leave rights.

No Discrimination or Retaliation

The Company will not retaliate or discriminate against, tolerate retaliation or discrimination against, or restrain or interfere with any employee who, in good faith, exercises or attempts to exercise their rights under the ESST Ordinance.

Duluth Policies

Paid Sick and Safe Time (Duluth)

The Company provides eligible employees with paid sick and safe time pursuant to the Duluth Earned Sick and Safe Time Ordinance (DESSTO).

Eligible Employees

All employees, including full-time and part-time employees, are generally eligible to accrue paid sick and safe time, if they either: (1) spend more than 50 percent of their working time in Duluth in a 12-month period; or (2) are based in Duluth and spend a substantial part of time working in Duluth and do not spend more than 50 percent of work time in a 12-month period in any other particular place.

Eligible employees do not include seasonal employees or student interns.

Accrual and Use of Sick and Safe Time

Eligible employees begin to accrue paid sick and safe time on their first day of employment. Employees accrue one hour of paid sick and safe time for every 50 hours worked, up to a maximum of 64 hours in an anniversary year.

Eligible employees may not use accrued sick and safe time until their 91st calendar day of employment. Thereafter, they may use time as it accrues. Employees' use of paid sick and safe time is limited to 40 hours per year.

Employees must use at least one hour of accrued sick and safe time for a covered absence.

Employees are not required to search for or find an employee to cover their work when they take paid sick and safe time.

Reasons Sick and Safe Time May Be Used

Sick and safe time may be used for the following reasons:

- The employee's own mental or physical illness, injury, or health condition; need for medical diagnosis, care, or treatment; or need for preventive care;
- To care for a family member with a mental or physical illness, injury, or health condition; who needs medical diagnosis, care, or treatment; or who needs preventive care;
- Lost work hours due to closure of the employee's place of employment for public health reasons;
- To provide or receive assistance related to the domestic abuse, sexual assault or stalking of the employee or a family member, including:
 - Obtaining medical and psychological counseling;
 - Relocating;
 - Seeking victim services;
 - Safety planning;
 - Seeking a restraining order or legal counsel; or
 - Participating in a legal proceeding or filing a police report.

Eligible family members include the following:

- A child, regardless of age (including a biological, adopted, or foster child; stepchild; legal ward; or child for whom the employee is a legal guardian);
- A spouse or registered domestic partner;
- A sibling (including a stepsibling or foster sibling);
- A parent (including a biological parent, stepparent, and parent-in-law);
- A grandchild (including a foster grandchild);
- A grandparent (including a step grandparent); and
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.

Requesting Sick and Safe Time/Documentation

Requests for sick and safe time should be made by notifying VanderHouwen Human Resources. Where possible, the request should include the expected duration of the absence. If the need for sick and safe time is unforeseeable, the employee or an individual acting on the employee's behalf must provide notice as soon as practicable.

Employees may provide notice to VanderHouwen Human Resources by completing a request form and returning it to VanderHouwen Human Resources within five business days.

If sick and safe time is used for more than three consecutive days that the employee is scheduled to work, the Company may require that the employee provide reasonable documentation that the sick and safe time is being used for a qualifying reason. Reasonable documentation for sick time includes any documentation that indicates the employee sought and received medical treatment (e.g., a doctor's note). Reasonable documentation related to an employee or family member experiencing domestic violence, sexual assault or stalking includes a police report, a court order, or a written statement from the employee.

If an employee anticipates that providing required documentation will create an unreasonable burden or expense, the employee can provide an oral or written explanation of why the absence was a permissible use of paid sick and safe time and how the required verification creates an unreasonable burden or expense for the employee.

Rate of Pay for Sick and Safe Time

Sick and safe time is paid based on the employee's normal hourly rate. However, if an employee uses paid sick and safe time for scheduled overtime, the Company is not obligated to pay the employee at the overtime rate.

Employees will be paid only for the hours they are scheduled to work.

Carryover

Employees who have accrued, unused paid sick and safe time remaining at the end of the year may carry over up to 40 hours to the next year.

Separation From Employment

Compensation for accrued and unused paid sick and safe time is not provided upon separation from employment for any reason. If an employee is rehired by the Company within 90 calendar days of separation from employment, previously accrued but unused sick and safe time will be immediately reinstated. The employee may immediately accrue additional time and use any accrued sick and safe time.

Confidentiality

The Company will, in accordance with applicable federal, state or local law, maintain the confidentiality of information provided by an employee or others in support of an employee's request for sick and safe time, including: health information; the fact that an employee or a covered family member is a victim of domestic abuse, sexual assault or stalking; the fact that an employee has requested or obtained leave under the DESSTO; and any written or oral statement, documentation, record or corroborating evidence provided by the employee. Such information will not be released without the employee's express permission, unless otherwise required by law or court order.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or for issues related to domestic violence under certain federal, state, and local laws. In certain situations, leave under this policy may run at the same time as leave available under another federal, state, or local law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact their manager for information about other federal, state, and local medical, domestic violence or family leave rights.

No Discrimination or Retaliation

The Company will not retaliate or discriminate against or tolerate retaliation or discrimination against any employee because the employee: requests or uses paid sick and safe time; provides information to another employee about the DESSTO or otherwise assists another employee in trying to use paid sick and safe time; makes a complaint to the Company or a government agency about paid sick and safe time; or otherwise exercises or attempts to exercise rights under the DESSTO.

Bloomington Policies

Paid Sick and Safe Leave (Bloomington)

The Company provides eligible employees with sick and safe leave pursuant to the Bloomington Earned Sick and Safe Leave Ordinance (BESSLO).

Eligible Employees

All employees working in Bloomington for the Company at least 80 hours in a year are eligible to receive paid sick and safe leave under this policy.

Reasons Paid Sick and Safe Leave May Be Used

Sick and safe leave may be used only during times that an employee cannot work for the following reasons:

- The employee's or a family member's mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition (including prenatal or post-natal care); or need for preventive care.
- Closure of the employee's place of business by order of a public official to limit exposure to an infectious agent, biological toxin, hazardous material, or other public health emergency.
- Closure of a family member's school or place of care:
 - By order of a public official to limit exposure to an infectious agent, biological toxin, hazardous material, or other public health emergency; or
 - Due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure.
- Death of a family member.
- Absences due to domestic violence, sexual violence, or stalking of an employee or a family member, provided the absence is to:
 - Seek medical attention or psychological or other counseling services related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
 - Obtain services from a victim services organization;
 - Seek relocation due to domestic abuse, sexual assault, or stalking; or

- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

For purposes of this policy, "family member" means the employee's spouse, child, legal ward, parent, parent-in-law, guardian, grandchild, grandparent, sibling, or member of the employee's household.

Accrual and Use of Sick and Safe Leave

Employees begin to accrue sick and safe leave on their first calendar day of employment with the Company.

Leave accrues at a rate of one hour for every 30 hours worked in Bloomington, up to a maximum accrual of 48 hours in a calendar year, and an overall accrual cap of 80 hours. Once an employee's leave balance reaches 80 hours, no further leave will accrue until previously accrued leave is used. For purposes of this policy, a calendar year is defined as an anniversary here starting on the employee's hire date.

Employees accrue leave based on all hours worked, including overtime.

Employees' paystubs include the amount of accrued leave available for use and the amount of leave already used.

Eligible employees can begin to use accrued leave following their 90th calendar day of employment. After the 90 calendar days, employees may use sick and safe leave as it accrues.

Employees must use sick and safe leave in an initial increment of at least one hour. However, if an employee's leave balance is less than one hour, the employee will be permitted to use their available

To the extent allowed by applicable law, the Company reserves the right to require the use of sick and safe leave for one of the covered reasons specified in this policy.

Employees are not required to search for or find a replacement worker to cover the period during which they use sick and safe leave.

Requesting Sick and Safe Leave

If the need to use leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide seven (7) days' advance notice to the Client Supervisor and VanderHouwen Human Resources of an absence from work. Employees must also make a good-faith effort to schedule their absences in a way that does not unduly disrupt the Company's operations. If the need to use leave is unforeseeable, employees must provide notice to the Client Supervisor and VanderHouwen Human Resources as soon as practicable.

When notifying the Company of the need to use leave, an employee should include the anticipated duration of the absence, when possible.

Employees may provide notice to VanderHouwen Human Resources by completing a request form and returning it to VanderHouwen Human Resources within five business days.

In all circumstances, employees are responsible for specifying that the time off is for sick and safe leave reasons.

Documentation

If an employee uses sick and safe leave for more than three (3) consecutive days, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's own or family member's health condition); school closure order; police report, court document, or court order of protection (indicating domestic violence, stalking, etc.); and/or other verification as permitted by applicable law.

An employee is not required to provide documentation if it would result in an unreasonable burden or expense. If verification is required, and the employee anticipates that the requirement will result in an unreasonable burden or expense, the employee will be permitted to provide an oral or written explanation.

Confidentiality

The Company will keep confidential any documentation or verification information provided regarding leave use, in accordance with federal, state, and local law.

Rate of Pay for Sick and Safe Leave

Eligible employees will be paid their regular rate of pay for the hours they are scheduled to work.

Carryover

Employees may carry over all accrued but unused sick and safe leave from one calendar year to the next, but the total amount of accrued and unused leave may not exceed 80 hours at any time. The Company does not pay out any unused sick and safe leave at year-end in lieu of carryover.

Separation from Employment and Rehire

The Company does not pay employees for unused sick and safe leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within 120 days of employment ending, the employee's previously accrued but unused sick and safe leave balance will be reinstated and made available for use in accordance with the BESSLO.

Discipline for Unprotected Use of Sick and Safe Leave

Discipline - up to and including termination - may be taken against an employee who uses sick and safe leave for a purpose not covered by, or in a manner not consistent with, the BESSLO. In addition, discipline - up to and including termination - may be taken against an employee who violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of leave.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or for issues related to domestic violence under certain federal, state, and local laws. In certain situations, leave under this policy may run at the same time as leave available under another federal, state, or local law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact VanderHouwen Human Resources for information about other federal, state, and local medical, domestic violence or family leave rights.

No Discrimination or Retaliation

If the use of sick and safe leave complies with the requirements of this policy and the BESSLO, the Company will not count employees' use of sick and safe leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of sick and safe leave will not lead to or result in discipline, demotion, suspension, or termination.

The Company will not retaliate or discriminate against any employee for requesting or using sick and safe leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe leave or mandatory paid leave law, or informing any person of their potential rights under the law.

Earned sick and safe time (ESST)

Effective: Jan. 1, 2024

What is ESST?

ESST is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

ESST must be paid at the same hourly rate an employee earns when they are working.

Who is eligible for ESST?

An employee is eligible for ESST if they:

- work at least 80 hours in a year for an employer in Minnesota; and
- are not an independent contractor.

Temporary and part-time employees are eligible for ESST.

Retaliation is against the law.

An employer may not retaliate, or take negative action, against an employee for asserting their legal rights under the ESST law.

How do you accrue and use ESST?

- Employees accrue at least one hour of ESST for every 30 hours worked, unless an employer front loads ESST hours as allowed by law.
- ESST begins accruing on the first day of work and employees are allowed to use ESST as it accrues.
- Employers must allow an employee to accrue at least 48 hours of ESST every year and to roll over unused ESST to the next year up to a maximum accrual of at least 80 ESST hours.
- Employers can require documentation from employees when ESST is used for more than three consecutive days.

What can you use ESST for?

ESST can be used for reasons that include:

- the mental or physical illness, treatment or preventive care of an employee or their family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member; and
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency.



Sick time

For mental or physical illness, treatment or preventive care



Safe time

To address domestic abuse, sexual assault or stalking

mn DEPARTMENT OF
LABOR AND INDUSTRY

651-284-5075 • 800-342-5354 • esst.dli@state.mn.us • dli.mn.gov/sick-leave

Notice: This is a brief summary of Minnesota law. It is intended as a guide and is not to be considered a substitute for related Minnesota Statutes.

November 2023

CITY OF MINNEAPOLIS NOTICE TO EMPLOYEES

Minneapolis Labor and Employment Rights

Wage Theft Prevention

All employees have a legal right to receive:

- Timely and full payment of all earnings.
- Written notice (at start of employment) of certain terms, such as pay rate(s), pay schedule, and sick and safe time (or equivalent leave).
- Earning statements (e.g. paystubs) documenting payments and sick and safe time (or equivalent leave).

Minimum Wage Scheduled Increases

	100 or Fewer Employees	More than 100 Employees**
	Small Business	Large Business
July 1, 2021	\$12.50	\$14.25
July 1, 2022	\$13.50	\$15.00
Jan. 1, 2023	—	\$15.19
July 1, 2023	\$14.50	—
Jan. 1, 2024	—	\$15.57
July 1, 2024	\$15.57	

*Future years will include slight increase every Jan. 1st **Franchise locations covered regardless of size.

Sick and Safe Time (access to certain time off work)

- Employers **must pay** employees for use of covered leave at employee's base rate.
- A minimum of one hour of access to covered leave accrues for every 30 hours worked, may be capped at 48 per year and 80 overall.
- Hours begin accruing on first day of work. Part-time and temporary workers are included.



Sick Time

Medical or mental health condition, illness or injury



Safe Time

To address domestic abuse, sexual assault or stalking



Sick or Safe

Care for ill family member or during emergency closure of their school or place of care



Working. Thriving. Together.

Help make Minneapolis a healthier, more secure, and more productive community.

> Report Violations

- Call 311.
- File a report online at minneapolismn.gov/laborenforcement
- File a report in person at City Hall, room 239, 350 S. Fifth St.

> Retaliation Prohibited

Interference with the exercise of any right protected under the minimum wage, sick and safe time or wage theft prevention ordinances is punishable by fine(s) up to \$3,000 per employee.



THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT

(Download this poster at sicktimeinfo.minneapolismn.gov/employer-resources. It may be printed on 8 1/2" x 11" letter size paper. More questions? We're here to help: sicktimeinfo@minneapolismn.gov or call 311.

For reasonable accommodations or alternative formats please contact the Minneapolis Civil Rights Department at 612-673-3012. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users can call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700, Yog xav tau kev pab, hu 612-673-2800, Hadli aad Caawimaad u baahantahay 612-673-3500.

EARNED SICK AND SAFE LEAVE

NOTICE OF EMPLOYEE RIGHTS

EFFECTIVE JULY 1, 2023



The Earned Sick and Safe Leave (ESSL) Ordinance requires employers with five or more employees to provide PAID sick and safe leave to employees working in Bloomington.

YOU HAVE A RIGHT TO SICK AND SAFE LEAVE THAT YOU CAN USE FOR THE CARE, TREATMENT OR SAFETY OF YOU OR A FAMILY MEMBER.

WHO QUALIFIES?

Employees working in Bloomington for 80+ hours in a year. Employees can be full-time, part-time, temporary, or seasonal.

HOW IS IT PAID?

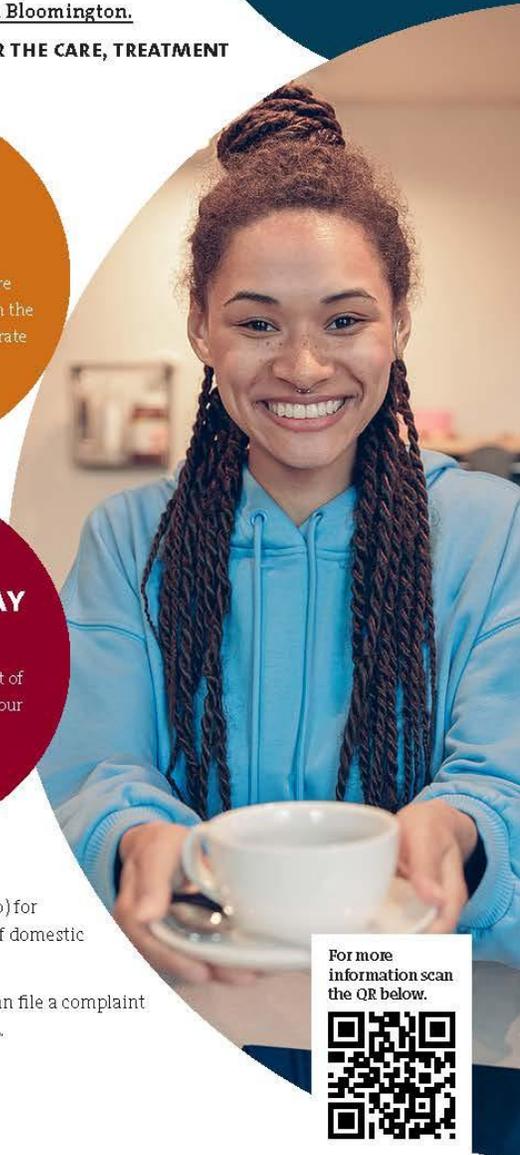
If an employer has five or more employees, ESSL must be paid on the same schedule and at the same rate as regular wages.

HOW DO I EARN LEAVE TIME?

ONE hour of ESSL for every 30 hours worked.
Employees can earn up to 48 hours/year.
Unused ESSL carries over to the next year.

CHECK YOUR PAY STUB

Employers must list the amount of earned sick and safe leave on your pay check stub.



WHEN AND HOW CAN LEAVE BE USED?

Employees can use leave time (a) for medical, physical, mental or health needs, (b) for school or workplace closures, and (c) when they or a family member is a victim of domestic violence, sexual assault, or stalking.

Retaliation against an employee trying to use ESSL is prohibited. An employee can file a complaint against an employer who retaliates against the employee or fails to provide ESSL.

If you believe your right to ESSL has been violated, you can file a complaint at:

Email: ESSL@bloomingtonmn.gov • Website: blm.mn/essl • Call: 952-563-8753

Mail/In-person: City of Bloomington, Legal Department, Compliance Division,

1800 W. Old Shakopee Road, Bloomington, MN 55431

For more information scan the QR below.



Posting required by law in a location where employees can easily see this notice.

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law.

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

Receipt of Minnesota Contractor Addendum

This acknowledges I have received a copy of the VanderHouwen & Associates, Inc. (referred to throughout this Addendum as VanderHouwen or the Company) Minnesota Contractor Addendum. As an employee of VanderHouwen, I agree to read this Contractor Addendum, and to ask VanderHouwen Human Resources about any portion of the Addendum I do not understand. I understand and agree that VanderHouwen has the right to add, delete, or otherwise modify the policies, procedures, or other information provided in this Contractor Addendum at any time. I also understand and agree that VanderHouwen has the right to interpret and apply the policies and procedures in this Addendum in their discretion. I agree to abide by these policies, procedures, and other requirements of this Addendum. I understand that my failure to do so will lead to disciplinary action, up to and including immediate termination for the first offense.

I understand that, except where required otherwise by applicable state law, neither this State Contractor Addendum nor any verbal statements made by VanderHouwen constitute an agreement or promise of continued employment and that the provisions of this Addendum may be changed at any time. I understand that I am employed at-will and that VanderHouwen reserves the right to terminate my employment at any time for any reason, with or without cause or notice, and that I also reserve the right to terminate my employment at any time for any reason, with or without cause or notice. Only the President, Chief Executive Officer, or Chief Operating Officer of VanderHouwen are authorized to modify this at-will employment policy or enter into an agreement contrary to this policy. Any such modification must be in writing and signed by me and the President, Chief Executive Officer, or Chief Operating Officer.

If I have any questions about this employment relationship, I understand that I can contact VanderHouwen Human Resources.

Employee's Name (printed): _____ Date: _____

Employee's Signature: _____