

# **AAA Scholarship Foundation, Inc.**

## **Employee Handbook**

**Personnel Policies and Procedures  
Benefits Overview**

**June 1, 2025**

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## **Purpose of Handbook**

This handbook for employees is intended to serve as an introduction and guide to your employment with AAA Scholarship Foundation, Inc. ("Company" or "AAA"). The handbook contains current information regarding philosophies, policies and benefits. Your supervisor, manager or human resources representative will be happy to answer additional questions that you may have.

This handbook is not an employment contract and creates no contractual rights for you as an employee while working in the employ of AAA and should not be construed as an expressed or implied contractual commitment. Accordingly, AAA reserves and retains the right to change these benefits and policies at any time, with or without notice. No one at AAA has the authority to alter, revise, amend or revoke any policy orally or make any contractual commitments without the express written consent of the President of AAA Scholarship Foundation, Inc.

This Employee Handbook, effective June 1, 2025 supersedes all other Employee Handbooks.

Welcome to AAA Scholarship Foundation, Inc.

You are now a valued member of AAA. As a team, we benefit significantly from each member's contributions and efforts. Therefore, we welcome your ideas and appreciate your efforts.

A primary concern of AAA is that employees work together to achieve the common goals of service to the community, professionalism and growth. You, as a new employee, represent a substantial addition to the most valuable resource of AAA, **our employees**. We all benefit directly from each other's work and from the growth of AAA. Employees of AAA have the opportunity to work with a company that respects them as individuals as well as employees.

AAA was established in March 2010. We were founded with a mission to serve the community by providing opportunities for families to choose the best education for their children. By maintaining high standards through the individual efforts of our employees, AAA will be here to serve the community for many years to come.

This manual is important in your orientation to AAA. Please read it carefully and thoroughly, and feel free to discuss with us any questions or suggestions.

Sincerely,

AAA Scholarship Foundation, Inc.

## **Background**

This Handbook was created to clarify AAA policies for our employees. It will also help you learn about our business. You'll find this manual to be a key reference tool. Please read it thoroughly and ask our Human Resources representative any questions you may have regarding its contents. Once you are satisfied that you understand it and agree to abide by these policies, please sign the acknowledgement at the end of this booklet and return it to Human Resources.

## **Employment At Will**

During the course of your employment, you are free to leave AAA at any time for any reason, and AAA reserves a similar right. Thus, both you and AAA will have the right to terminate your employment at any time, with or without advance notice and with or without cause. This is called "employment at will," and no one other than the President of AAA has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Furthermore, any such agreement must be in writing and must be signed by the President of AAA.

# **THE BUSINESS**

## **Services**

AAA is recognized as a 501 (c) (3) corporation by the federal government. We are a publicly funded nonprofit whose mission is to provide economic and other assistance to low-income families and families of children with disabilities to enable them to select the best schools for their children. We are an approved scholarship organization in six states and subsequently, are eligible to receive re-directed taxes from state taxpayers in order to fund seven separate scholarships for eligible children whose families choose to send them to private schools. We also administer one state-funded voucher program.

## **Philosophy**

AAA stresses having pride in your work and showing professionalism to those we serve. As a member of the AAA team, you have the unique opportunity to work in an environment where there is respect for individuals combined with contributions to the community. It is hoped that the informal and productive environment at AAA enhances our service to our clients. Our philosophy is simple and is built upon the following statements:

- Provide unsurpassed service to the communities we serve.
- Recognize the community's needs and provide for those needs with superior solutions.

- Act ethically when dealing with constituents and employees. Honesty, fairness, mutual respect, "doing the right thing" and "doing things right" are requisite for working at AAA.
- Create and maintain a positive working environment. To achieve this, we encourage courteous and respectful behavior, a responsible attitude toward work and a respect for employee and company property.
- Communicate effectively. In order for us to work as a team and to have an excellent place to work, everyone must:
  - ◆ Share information and ideas.
  - ◆ Be receptive to each other's ideas concerning improved work methods and ways to service the community better.
- In addition, we have an open door policy and encourage employees to discuss issues with both their immediate supervisor and other management personnel.

### **Honesty and Discretion**

Employees are expected to treat information appropriately. For example, they will not:

- Misrepresent or intentionally omit facts under any circumstance.
- Falsify employment, medical or security records.
- Disclose to any unauthorized person any confidential or government-classified information or material.
- Intentionally falsify any company record or report.
- Access computer files or give information to others to access computer files when not properly authorized.

### **Organization**

Everyone at AAA has a vital role to play in providing outstanding service to our constituents and exceeding their expectations. We are committed to operate as a team with each person in an important position. Now, more than ever before, we strive to work effectively together to satisfy our mission.

## **Creating a Positive Work Environment**

### **Employee Relations Philosophy**

AAA believes success is dependent on the creativity and dedication of its employees. Achieving this requires the following:

- Clear and timely communication
- Safe and healthy working conditions
- Consistent policies and procedures
- Procedures for resolving issues and complaints
- Opportunity for growth based on job performance
- Employee recognition and respect

While it is the job of the supervisors and managers to ensure that the above requirements are met, employees play a crucial role in the implementation of these activities.

### **Open Door Policy, Communication and Problem Solving**

Positive, open, two-way communication is essential for productive interactions with clients, constituents, co-workers and managers. Employees must strive to ensure that their communication supports AAA's values and objectives.

With this in mind, any problem resulting from work requirements or the conditions under which work is performed should be handled promptly. Our goal is to find equitable solutions to ensure that all employees are treated fairly and considerately, that their issues are handled promptly and to assure a proper forum for discussion.

Employees may seek the advice of their direct manager, or any other manager within AAA to voice a concern, ask questions or solve a problem. Management is supportive of this policy and will be available and responsive to employee information needs. Employees should feel empowered to utilize the services of Human Resources when seeking an alternative channel to communicate views.

We believe that any employee who has a problem, or thinks there is one, should have the opportunity to discuss it with management up to and including the President. This practice is understood and supported by management, and retribution or retaliation by management to an employee who utilizes this policy is positively forbidden. Employees who feel like they have been retaliated against for utilizing this policy or otherwise should report the complaint to their direct manager, or any to any member of management up to and including the President.

### **Americans with Disabilities Act**

AAA is committed to complying with the Americans with Disabilities Act ("ADA"). It is AAA's policy not to discriminate against any qualified applicant or employee because

of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job, with or without reasonable accommodation.

AAA will provide reasonable accommodation to a qualified individual with a disability, as defined by the ADA, who has made AAA aware of his or her disability, provided that such accommodation does not constitute an undue hardship on AAA.

### **Discrimination**

AAA is committed to the policy of non-discrimination on the basis of race, sex, sexual orientation, citizenship, color, religion, national origin, age, disability, marital status, veteran status and any other factor protected under Federal, State, or Local Law.

It is the policy of AAA to treat every employee, regardless of position, with respect and in a fair and just manner at all times. In addition, we are committed to providing and maintaining an environment free from discrimination and discriminatory practices.

### **Equal Employment Opportunity Policy**

AAA provides equal employment opportunities for all current and prospective employees and takes affirmative action to ensure that employment, training, compensation, transfer, promotion and other terms, conditions and privileges of employment are provided without discrimination with regard to race, sex, sexual orientation, citizenship, color, religion, national origin, age, disability, marital status, veteran status and any other factor protected under Federal, State, or Local Law.

Equal Employment Opportunity means that all personnel decisions are to be made in a non-discriminatory manner. AAA's management and supervisors have been assigned the responsibility of ensuring that all phases of personnel administration are in complete accord with this policy.

### **Harassment**

It is the responsibility of all AAA employees to respect the rights and dignity of others. In keeping with this policy, AAA is committed to maintaining a work environment that is free from all forms of harassment. Therefore, we will not tolerate harassment of AAA's employees by anyone, including supervisors, co-workers, vendors, clients, or constituents.

Harassment consists of unwelcome conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

AAA is opposed to any form of harassment, including sexual harassment of its employees. If an employee believes any fellow employee is harassing him or her in any way, the harassed employee is encouraged to report the harassment to a supervisor or to the President of AAA. Supervisors who receive a harassment complaint must immediately notify the President of AAA. Harassment and any

retaliation against an employee involved in a harassment claim are violations of Company policy and will result in disciplinary action up to and including termination of employment.

### **Illegal and Controlled Substances**

AAA is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any AAA employee illegally uses drugs on the job; comes to work under the influence; possesses, distributes or sells drugs in the workplace; or abuses alcohol on the job.

Therefore, AAA has established the following policy:

1. It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on the job,
2. It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol.
3. It is a violation of AAA policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
4. Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of AAA's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help.

Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a substance abuse problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at AAA.

### **Progressive Discipline and Standards of Conduct**

It is AAA's policy to set standards that define the acceptable conduct of employees and performance of job duties to ensure the orderly operation of AAA and to protect the rights and safety of employees. During an employee's employment at AAA it may

become necessary, under certain circumstances, to assist the employee in correcting a behavior or improving performance. AAA believes that all employees want to be successful and when given the opportunity, will commit to correcting the problem.

This process is designed to communicate the problem and provide the employee with an opportunity to correct it so that termination of employment does not become a necessity.

The procedural steps that AAA normally employs in the discipline of its employees are:

- Verbal discussion
- Verbal warning
- Written warning
- Termination

However, AAA reserves the right to enter into any phase of the disciplinary process at any time.

Grievous employee conduct which may result in immediate termination includes, but is not limited to:

- the use, or being under the influence of drugs or alcohol on the job
- assault of co-workers, clients or constituents
- gross negligence
- theft
- dishonesty
- prohibited harassment of co-workers, clients or constituents
- inappropriate behavior on AAA, client or constituent premises
- criminal behavior while employed at AAA
- absence for two (2) or more consecutive days without permission of your supervisor

The use of any controlled substance, except when expressly prescribed by a licensed physician (and taken according to the physician's instructions), is strictly prohibited.

Although this manual lists specific reasons for discharge, these reasons are not exclusive.

Employees departing AAA must return all property belonging to AAA or the value of the property will be deducted from any final compensation due to the employee.

## **Safety**

Employees are expected to assist in maintaining a safe work environment. Employees should never place themselves or anyone else in danger while working. Employees should not use any equipment other than in accord with the manufacturer's specifications, or when not in a proper and safe working condition. Every injury sustained while at work, no matter how trivial, must be reported at once to your

supervisor and to Human Resources so that appropriate medical care can be provided.

### **Smoking**

AAA maintains a smoke-free office. To protect the health and safety of its employees, AAA restricts smoking to designated areas outside the facility. Furthermore, AAA does not permit smoking at any donor, prospective donor or constituent premises, except in designated areas.

### **Suggestions**

The Management of AAA is truly interested and wishes to encourage suggestions from employees on how to improve procedures, atmosphere and productivity in the workplace. Do not hesitate to speak to your supervisor or other management personnel regarding any improvements you wish to recommend. Help us to make this a better, more efficient place for all of us to work.

## **You and Your Job**

### **Your Supervisor or Manager**

Your supervisor or manager is the first person to turn to with any work-related questions or suggestions. This professional is responsible for the day-to-day operation of your department and is available and receptive to discussing work-related issues.

If you do not feel comfortable discussing a particular issue with your supervisor or manager, you may discuss the issue with any other member of management with whom you feel comfortable.

At AAA, we stress communication: exploring the issue, responding to the information, listening to each other and above all, showing respect for each other.

### **New Employee Trial Period**

All new employees at AAA are hired on a ninety (90) day trial or initial probationary period. This is a time of adjustment for the new employee on both the personal level and the job requirement level. At any time during this period, you may decide to resign without stating a reason, or should AAA feel your work habits are not a good match for AAA, you may be released on the same basis. AAA feels that it is only fair that each party have an opportunity to adapt to our working relationship.

AAA or employee may terminate the employment relationship during the introductory period and/or anytime thereafter, with or without cause and with or without prior notice.

At the successful completion of the ninety (90) day trial period, the employee becomes a regular employee. The successful completion of the trial period, however, does not mean that the employee is guaranteed employment of any specific duration, nor does it change the at-will status of regular employment.

## **Keeping Your Records Current**

At the time of your hire, you were asked to complete forms supplying us with important personal information. Keeping these records correct and current is important because it enables AAA to reach you in an emergency, properly maintain your work history records, compute your payroll deductions, etc.

It is your responsibility to immediately inform Human Resources of any changes such as the following: change of residential or mailing address, marital status, legal name, home telephone number, cell telephone number, dependent benefit eligibility, name of emergency contact, completed training or educational courses, and/or professional licenses obtained.

Please be assured that this information is viewed as confidential and will be shared only on a need to know basis with other members of management.

## **Employment Status Definitions**

AAA has the following types of employment arrangements:

**Salaried Exempt:** As defined by the Fair Labor Standards Act, these employees are salaried workers who are not eligible for overtime compensation based on their duties. These employees are eligible for benefits.

**Hourly Non-Exempt:** These employees are compensated on an hourly basis, are eligible for overtime and may be classified as

- ◆ Full-time hourly employees who are hired to work an average of forty (40) hours per week on a regular basis and are eligible for benefits.
- ◆ Part-time hourly employees who are hired to work less than an average of forty (40) hours per week on a regular basis and are not eligible for benefits.

Temporary support personnel are individuals hired for a period not to exceed six (6) months and are not eligible for benefits.

Contract workers are not considered employees since they either work for another firm or are self-employed and work via a contract, usually on an individual or project basis.

## **Work Schedules**

The standard workweek begins on Sunday and ends on the following Saturday. AAA employees receive paychecks bi-weekly. Should a holiday fall on a payday, checks will be distributed on the previous business day. Management requires written authorization in order to issue an employee's paycheck to another individual.

Employees are expected to cooperate with management when asked to work additional hours outside their normally scheduled workweek.

### **Performance Evaluations**

It is the responsibility of each individual to manage his or her own growth and development. However, performance feedback is essential to ensure continuous learning, improvement and development. To encourage this type of growth, the work performance of each employee will be evaluated on a continuous basis. Performance evaluations will consider, among other things, your productivity, quality of work, work habits, communication abilities, job knowledge, related skills, attendance and cooperativeness. The purpose of performance evaluations is to assist you to:

- Understand your responsibilities and what you are expected to accomplish in your position.
- Understand how your performance will be assessed.
- Learn how your performance can be improved.
- Participate in setting objectives for yourself and measuring your achievements.
- Have a channel for ongoing communication and feedback.

We believe that continuous, two-way feedback has helped with AAA's growth. This method enables both employees and managers to ask for timely and effective feedback.

At the supervisor's discretion, employees may also receive goal or project based performance reviews. These reviews are intended to be a formal discussion about specific performance during a set period.

Evaluations may or may not affect your wages. Generally, wages are reviewed and may be adjusted annually based on board approved annual fiscal budgets.

## **YOUR PAY**

### **Salary Administration**

AAA regularly evaluates salaries, programs, policies and benefits. Salary ranges are reviewed and adjusted when appropriate. Inflation, market conditions and fluctuations in supply and demand are all considered in establishing salary ranges.

Initial salaries are based on skills, knowledge, and experience of the employee. Salary increases are based on mastery of the position, contribution to the organization and overall performance.

### **Overtime Compensation**

AAA pays non-exempt employees time-and-a-half for all hours worked in excess of forty (40) hours per week. Failure to receive approval from your manager before working overtime will result in discipline.

Paid time off, holidays, or personal travel time is not counted toward overtime pay.

### **Garnishment**

When an employee's wages are garnished by a court order to repay a debt that an employee has incurred but cannot pay, AAA is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Federal and state guidelines protect a certain amount of an employee's income from being subject to such creditor garnishment.

So long as an employee's financial concerns do not interfere with employee's performance on the job, AAA will merely make the deductions and payments as required and there will be no further job-related repercussions.

### **Company Meetings**

Occasionally, employees are required to attend company meetings and they will be paid accordingly. The specific purpose of each company meeting varies, but the goal is to maintain a healthy, cooperative and productive environment at AAA.

## **ATTENDANCE**

### **Short-term Absences and Tardiness**

AAA expects that each of its employees will report to work on time and to continue to work at least until the end of the scheduled work period.

If you know in advance that you will be absent, please contact your supervisor immediately. In the case that this is not possible, please telephone your supervisor as early as possible on the first day of your absence. It is important that you call and speak directly to your supervisor, if available, otherwise, speak to the person at the next highest level of management. You must call in each day you are absent, unless other arrangements have been made with your supervisor. You are responsible for your attendance record. There may be legitimate reasons for being absent, however, such reasons are not an excuse, and your attendance will be evaluated on the basis of your record.

An employee who is absent for two consecutive workdays without approval of their supervisor will be separated from AAA for reasons of voluntary resignation.

### **Family and Medical Leave Act**

AAA is currently exempt from the federal Family and Medical Leave Act (FMLA).

### **Bereavement Leave**

AAA provides five (5) days bereavement leave with pay for the death of a spouse or child and three (3) days bereavement leave with pay after the death of an immediate family member. For purposes of this benefit, immediate family is considered to be an employee's parent, brother, sister, mother-in-law, father-in-law or grandparent.

### **Reserve Duty Leave**

AAA covers a full time employee's actual pay during reserve duty by making up any deficit between reserve duty pay and actual company pay. However, an employee must provide management with military documentation.

### **Jury Duty**

Full time employees who are selected for jury duty are granted leave and will be compensated their regular pay, less any monies provided to them from the court system. In addition, there will be no interruption in the length of the employee's service with AAA.

If possible, advance notice of at least fourteen (14) days after receiving a selection notice must be provided from the employee to their immediate supervisor. Should an employee be dismissed from jury duty at least four (4) hours prior to the end of the business day, they are to report back to work.

## **GENERAL POLICIES**

### **Company Property**

Our facilities are well maintained through upkeep by all employees. Management expects any damage that occurs on company property to be reported right away.

### **Confidential Information**

AAA considers it everyone's responsibility to respect and maintain the confidentiality of constituents, clients, fellow employees and visitors.

As an employee, you may have access to confidential information. The information may be oral, written, residing in computers or removable disks, chips, memories, etc., or in any other possible form. The form or location of the information in no way reduces its confidential nature. Employees are required to maintain the confidentiality of this information during employment at AAA and thereafter.

Employees are to treat confidential information with an appropriate level of care so that it is not disclosed deliberately or through negligence. Retrieving and/or discussing confidential information for any purpose other than as required by job responsibility is prohibited and may result in dismissal and could result in the employee becoming liable for any damages AAA sustains by the disclosures.

Employees are not liable for the disclosure of information already in the public domain.

### **Expense Reimbursement**

It is AAA's policy to reimburse employees for legitimate business expenses the employee incurs. Proper documentation is required for reimbursement claims (including an appropriate receipt for the expense, the name of the location where it was incurred, the job or client name, and the business purpose). The expense

reimbursement request should be claimed within thirty (30) days of incurring the expense. Expense reimbursement forms, together with required documentation, must be submitted to the employee's immediate supervisor for review and signature approval.

### **Credit Cards**

Credit cards issued in the name of AAA will be provided to those employees whose jobs require a sufficient amount of travel and/or entertainment. Credit cards represent an extension of credit to AAA and, accordingly, may only be issued with the approval of the President. Cards issued in the name of AAA are a privilege for convenience and should not be used for personal expenses. As with Expense Reimbursements, proper documentation, approved by the employee's immediate supervisor, is required for payment of the monthly credit card statement. Should an employee erroneously charge a personal expense to AAA credit card, a personal check for the amount of the purchase, made payable to AAA, must accompany the credit card statement. Improper use of AAA credit card for personal purchases may result in the retrieval of the credit card from the employee and disciplinary action up to and including termination of employment.

### **Kitchen**

The kitchen area is for everyone's use. Please contribute to keeping the area clean. The refrigerator is available for storage Monday through Friday. Be sure to remove your items on Friday. Leftover food and their containers may be discarded.

### **Loans and Advances**

AAA does not at this time provide a credit union service for loans or advances. Please do not put AAA in an uncomfortable position of having to turn down a request for a loan or an advance.

### **Lunch Break**

All full-time employees are strongly encouraged to take a one-hour lunch break.

### **Mail**

When sending company mail, employees are expected to follow all Company policies. For example, no abusive, harassing or anonymous U.S. or interoffice mail is to be sent. No pornographic items are to be sent or received. No confidential information is to be disclosed in mail to persons outside AAA, unless a confidentiality agreement has been signed. Any contracts sent via facsimile are to be followed by a mailed original. Use of AAA mail system will be treated as permission to open mail sent or received to ensure compliance with Company policies.

Employees are expected to use common sense in the use of our mail system. Our paramount goal is to communicate efficiently and effectively with our constituents and clients.

In keeping with AAA policy of treating everyone with respect, the mail system may not be used to harass anyone. Any employee who is subjected to harassing mail or interoffice memos should report such events to his/her supervisor or any officer of AAA, in accordance with our harassment policy.

All mail received by AAA will be treated as intended for AAA and may be opened by designated personnel. To ensure compliance with Company policies, even personal mail may be subject to inspection. Employees should review AAA policies regarding harassment, conflict of interest, solicitation, and confidentiality, as each applies to our mail services.

Any employees who violate AAA policy with respect to the mail are subject to discipline, up to and including discharge.

### **Privacy**

Employees should be advised they should not expect privacy in the context of the use of AAA computers, telephones, voice mail, e-mail, mail system and fax machines.

### **Professional Image**

The professional image of all employees in the office or at a client or constituent site is important. Regarding professional apparel, employees are required to maintain neat professional business-casual like dress. Common sense should dictate. A neat professional appearance is a requirement of all employees, regardless of their position. AAA believes this is accomplished by:

- Wearing well-fitting clothes that are clean, wrinkle free, and in good condition (free of tears, holes, etc.);
- Wearing shoes that are in polished condition with heels that are not worn;
- Keeping hair neat and clean;
- Maintaining nails that are clean and well kept

Business casual does not include:

- Sweat pants or shorts
- Strapless dresses
- Beach-wear of any sort
- Revealing or provocative clothing
- Clothing with derogatory or disrespectful slogans or designs
- Dirty, ripped, wrinkled or stained clothing
- Transparent or tight fitting garments

Violations of the dress code policy will be addressed as any other job performance issue and will be handled accordingly.

The constituents, clients and employees of AAA come from all types of backgrounds and experiences and it is important to treat everyone with respect. Individual respect for people includes speaking courteously to one another at all times. Use of offensive language is not professional and is not acceptable.

### **Outside Business Activities**

No independent operations of AAA employees, which compete with AAA for business, will be tolerated. Any business requests or potential client contacts made while working for AAA must be referred back to AAA. All company equipment and vehicles should be used only for business that relates to AAA, and not to that of any private ventures or personal use.

### **Resignation/Termination**

If for any reason you plan to resign, please talk it over with your supervisor or manager before making a final decision. The talk may be helpful to you both; many problems may be resolved through such a discussion.

If you decide to resign, submit a formal letter of resignation to you supervisor or manager at least two (2) weeks in advance of your departure. The letter should include your reasons for leaving AAA.

When AAA finds it necessary to release an employee, the supervisor or manager informs the individual. During this meeting, the reasons for release, and the benefits to which the employee is eligible, are often discussed. Human Resources should be involved prior to, and be present at, the termination meeting.

## **Technology and Information Systems**

### **Terms of Use**

The corporate information systems, voice communications equipment, voice mail system, data, and computing assets, which include but are not limited to computers, computer networks, printers, and other related pieces of equipment and/or systems that make up the client workstations, local area networks, and wide area networks ("Computer systems") are the property of AAA.

Employees using and having access to these corporate assets must take reasonable and prudent steps to preserve the integrity of the systems and their data and to protect the assets. These assets should be used primarily for purposes that benefit AAA and that are directly applicable to an employee's job function and authority. Occasional personal use is acceptable provided such use does not interfere with company business or the performance of your duties and incurs little or no cost.

All communications emanating from AAA or made and transmitted within AAA shall be professional in nature as they represent the corporation, its employees, board of directors, and other stakeholders served.

Violation of policy or misuse of corporate assets is subject to disciplinary action up to and including termination. Failure to report known violations of policy in itself constitutes a violation of policy and is therefore subject to disciplinary action.

These policies are intended to augment existing State, Federal, and copyright laws. Failure to comply with applicable State, Federal, or copyright laws is considered a violation of policy and subject to disciplinary action up to and including termination.

### **Access by AAA**

AAA reserves the rights to monitor, audit, screen, and preserve data, systems, including e-mail, IM, and internet use as it deems necessary to maintain compliance with the law and corporate policy.

Conversations conducted using corporate voice communications equipment and voice mail files are an audited corporate asset and should not be considered private. AAA reserves the right to monitor and/or record the use of voice communications systems and review the content of all messages and files on the voice mail system and the Computer systems..

While AAA monitors electronic usage as part of its normal network operating procedures, it does not routinely inspect or monitor users' computer hardware or files, email, IM, telephone message system, disclose information created or stored in such media without the user's consent nor does it use keystroke logging technology.

### **System Management**

All computing assets must go through a certification process managed by the IT department. Accordingly all changes, modifications and alterations to computing assets must be made by or in conjunction with the IT department.

The IT department assumes responsibilities for information maintained on the network and other central IT systems while the primary or assigned employee assumes responsibility for data maintained on the individual computer/workstation.

Critical information systems and their data should be stored using network drive backup facilities. Information stored on local drives is the direct responsibility of the employee using the local drive. Therefore, employees with corporate data must regularly back up their local drives.

Information stored, maintained, or accessed on employee's computer that is in violation of any state or federal laws, including but not limited to copyright laws, will be construed as a violation of these policies.

Every employee or company/individual hired or contracted by AAA is responsible for the corporate resources entrusted to them. Due diligence and care should be exercised to ensure the security and integrity of these corporate resources, including but not limited to corporate data and corporate information systems.

Corporate data and corporate information systems should only be used as authorized by executive management. Access to corporate data and corporate information systems should conform to an employee's job function and/or description.

## **Your Benefits**

In addition to your paycheck, AAA provides employees with a number of supplemental benefits. The actual monetary value of these benefits is quite substantial. State and Federal laws require a few of these benefits, while AAA provides the majority of them voluntarily. AAA endeavors to continue to provide the voluntary benefits detailed below with the reserved right to modify the benefits based upon its provisional abilities.

### **Employer Contributions**

AAA contributes up to \$500 per pay period (including employer taxes) towards certain benefits for eligible employees. In order of priority, AAA contributes:

- 1) a matching contribution to each eligible employee's Simple IRA equal to the employee's salary reduction contributions up to 3% of the employee's compensation for the calendar year, then
- 2) up to 50% of the employee-only monthly dental insurance premium, then
- 3) the balance (or up to \$500 per pay period if not used for #1 or 2 above) may be used for an eligible employee's monthly health insurance premium.

If the health insurance premium is greater than the balance, the employee is responsible for the difference. If the health insurance premium is less than the balance, the balance may be paid to the employee as a taxable "medical insurance differential" or "MID".

### **Insurance**

All regular full-time employees who have worked for AAA for longer than thirty (30) days are eligible for the following insurance beginning the first day of the month following hire:

- **Health Insurance:** eligible employees may elect individual coverage by the current plan provider. The spouse and/or children of regular full-time employees may also join the plan. Please see the "Employer Contributions" section above for a discussion of the health insurance premium.

- **Dental Insurance:** eligible employees may elect individual coverage by the current plan provider. The spouse and/or children of regular full-time employees may also join the plan. The employee pays 50% of the employee-only premium and 100% of the spouse and/or children premium(s).
- **Vision Insurance:** eligible employees may elect individual coverage by the current plan provider. The spouse and/or children of full-time permanent employees may also join the plan. The employee pays 100% of the premium.
- **Supplemental Insurance:** eligible employees may elect individual coverage by the current plan provider. The spouse and/or children of full-time permanent employees may also join the plan. The employee pays 100% of the premium.

Federal and State law provides for unemployment insurance protection for **qualified individuals**. AAA pays the full cost of unemployment insurance. In addition, AAA matches all employees' contributions to Social Security/Medicare. In other words, for each Social Security dollar deducted from an employee's paycheck, AAA also contributes a dollar towards these federally run Social Security/Medicare programs.

AAA employees are insured for accidental work injury by worker's compensation. We believe that no employee should place himself or herself in a dangerous situation while working. If an on the job injury does occur, no matter how minor, it **must** be reported to the President as soon as possible and the required paper work completed.

### **Retirement Plan**

AAA believes that employees should plan ahead for a comfortable retirement. Our Simple IRA Retirement Plan has been developed to help our employees meet this objective. Regular full-time employees over the age of twenty-one (21) are eligible to participate after thirty (30) days service. Details about the Simple IRA are available. Please ask the Human Resources office for a copy to the latest plan details.

For each calendar year, AAA will contribute a matching contribution to each eligible employee's SIMPLE IRA equal to the employee's salary reduction contributions up to a limit of 3% of the employee's compensation for the calendar year. Management of the plan and all procedures are subject to IRS and Federal Government regulations.

### **Paid Time Off (PTO)**

AAA provides employees with a generous program for paid time away from work. Our PTO program covers regular full-time salaried and hourly employees, and combines vacation, sick and personal leave under a single plan.

PTO is first granted upon employment as described below and then annually on January 1. An employee is eligible to take granted PTO under the assumption that the employee will complete the full calendar year of service. PTO may therefore be taken in advance of the employee's actual completion of service during the calendar year.

PTO is granted at the following rate:

First 24 months of employment	Up to 80 hours per calendar year	Earned at 3.07 hours per pay period left in the calendar year
After 24 months of employment	Up to 120 hours per calendar year	Earned at 4.61 hours per pay period left in the calendar year

For purposes of this section, PTO is considered earned at the rate of 1/26 per full pay period worked during the year.

Up to forty (40) hours of earned PTO may be carried over to the next year. If a Company observed holiday occurs during an employee's PTO, the employee will not be charged PTO for that day.

Up to 40 hours of unused earned PTO may be paid to the employee or their beneficiary in the event of the employee's voluntary termination, retirement or death. This PTO will be calculated using the employee's current rate.

It is the desire of AAA to permit each employee to take time off at a time most suitable to them; however, the employee's supervisor must approve all scheduled time off. Seniority and other employees' scheduled PTO will be factors when determining whether a PTO request is approved. PTO of 2 consecutive weeks is discouraged. AAA would appreciate at least 1 month notice to prepare for a valuable employee's absence.

Employees are expected to use discretion and take into account work requirements and customer commitments when requesting time off. An employee's supervisor has the right to deny a request if such time off would be detrimental to the fulfillment of AAA's responsibilities to its constituents.

Time off due to industrial illness or injury is paid at applicable levels provided for by AAA's Workers Compensation Insurance Policy. Benefits available under the paid time off policy are not affected by any payments under this coverage.

### **Compensatory Time**

Compensatory time may be accrued by salaried exempt employees only when they are required to work on official holidays.

Compensatory time shall be awarded at a rate not to exceed 1 hour of compensatory time for each hour of time worked, not to exceed 8 hours per day. Such compensatory time shall be used within the calendar year in which it is accrued and with the approval of the employee's supervisor.

The employee is responsible for notifying the President that compensatory time has been earned within the pay period that it is accrued. Upon termination, an exempt employee shall not be compensated for unused compensatory days.

## **Holidays**

Full time employees receive paid holidays. Any eligible employee who is absent without approval the day before or after a holiday will not be paid for that holiday. Days recognized as holidays at AAA will be posted annually and include the following:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- 1 (one) Floating Holiday

The floating holiday may be used on any day within the calendar year that is mutually agreed upon by the full-time employee and their supervisor. The employee must take the floating holiday all at once; it may not be spread out over several days. The floating holiday must be taken by December 31<sup>st</sup> or it is forfeited

## **Unpaid Time Off**

Up to 1 day of unpaid time off may be granted to regular full-time employees per calendar quarter. The employee must take the day all at once; it may not be spread out over several days.

## **Hazardous Weather Conditions**

On occasion, adverse weather conditions may cause employees to be concerned about safety in traveling to or from work, depending on the distance of travel, the hazards of driving, the availability of public transportation or a number of other factors. In such cases, employees will need to make their own judgments about whether to stay home or to leave work early, after consultation with supervisors.

In the above circumstances, hours missed will not be paid to non-exempt employees. These hours missed by non-exempt employees may be charged as PTO time, taken as a wage deduction, or at the discretion of your supervisor and where schedules permit, made up at a later date within the same work week. Non-exempt employees cannot make up adverse weather leave if those hours would result in the employee exceeding 40 hours of time worked for that workweek.

On rare occasions, when weather conditions are especially severe, a decision to open late, to close for the day, or to close early may be made by the President. For early closing, employees at the affected office(s) will be informed of the decision and the time of closing by the President. When an office is to open late or to be closed for the day, there will be no charge to the employees at the affected office for the time lost. Employees who are on prearranged PTO during a day effected by this

decision cannot code that time off as adverse weather leave. Instead, s/he would enter it as PTO with no provision for make-up time even if their office was closed due to the event. Efforts will be made to notify each employee as early as possible once the President has made this determination.

### **PTO Donor Program**

The PTO Donor Program allows full-time employees to donate PTO to a “bank” for distribution to aid another regular full-time employee who has exhausted their PTO due to an extended illness or injury.

An employee shall be eligible to receive a PTO donation after the employee:

- has been an employee for at least 12 consecutive months;
- has an extended illness or injury that causes the employee to be unable to work for more than 14 consecutive calendar days; and
- has exhausted all of their PTO.

An employee may receive up to a maximum of 1,040 hours during one year.

An employee shall not be eligible to receive a leave donation:

- if the employee resigns or is separated from employment;
- during a period of suspension; or
- during a leave of absence that is unrelated to an extended illness or injury.

An employee who is eligible for, or is currently receiving, disability leave or another benefit program that provides income maintenance payments for illness or injury shall not be eligible to receive a PTO donation. However, if the benefit is for medical expenses and not compensation for lost wages, the employee may receive a PTO donation.

Recipients of donated hours shall remain anonymous unless the recipient provides written consent authorizing the release of information.

Full-time employee clients shall keep a balance of at least 40 hours of PTO after donating. Donations may be made at any time, but will not be returned once donated. Vacation or PTO not yet accrued may not be donated. Donations shall be kept confidential unless the client has signed a release of confidentiality and requests that their donation is identified.

An employee shall not donate PTO after giving oral or written notice of retirement or resignation or receiving written notice of separation from employment.

## APPENDIX

### Procedure for reporting a complaint of harassment, including sexual harassment

Any employee who thinks that he or she is a victim of harassment, including sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated.

If you believe you are a victim of harassment, including sexual harassment, you should report the act immediately to your supervisor. If you prefer not to discuss the matter with your supervisor, you are encouraged to call our toll-free hotline at 1-877-767-7781 or email [AAAScholarships@getintouch.com](mailto:AAAScholarships@getintouch.com) with your concern.

1. AAA will investigate every reported incident immediately. Any employee, supervisor or agent of AAA who has been found to have harassed another employee will be subject to appropriate disciplinary action, up to and including immediate discharge.
2. AAA will conduct all investigations discretely. AAA recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.
3. The reporting employee and any employee participating in any investigation under this policy have AAA's assurance that no reprisals will be taken as a result of a harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

AAA urges all employees to bring any concerns or complaints of harassment to our attention so that we can resolve any issues.

## **Employee Drug Testing Policy**

AAA is dedicated to maintaining a work environment free from the influence of drugs. This commitment is based upon AAA's belief that a working environment free of drug abuse is healthier, safer, more productive, and condition desired by most employees and their families.

Therefore, reasonable suspicion drug testing shall be conducted when AAA has determined that an employee may be under the influence of drugs. Once reasonable suspicion has been established, a urine specimen for drug testing shall be collected as soon as reasonably possible. An employee refusing to submit to drug testing shall be discharged.

Employees who test positive and whose performance either directly contributed to an accident on Company premises involving significant personal injury or property damage, or where such performance cannot be discounted as a direct, contributory factor to such an accident, shall be subject to discharge.

## ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF EMPLOYEE HANDBOOK

I have received a copy of AAA Scholarship Foundation Employee Handbook dated June 1, 2025.

The employee handbook describes important information about AAA, and I understand that I should consult the President regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change; I acknowledge that revisions to the handbook may occur and I understand that revised information may supersede, modify, or eliminate existing policies.

I have entered into my employment relationship with AAA Scholarship Foundation, Inc. voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the organization or I can terminate the relationship at will, with or without cause, and with or without notice, at any time.

Furthermore, I acknowledge that this handbook is not a contract of employment for a specified period of time. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name

**\*\*\*\*\*Please return this signed page to the President\*\*\*\*\***