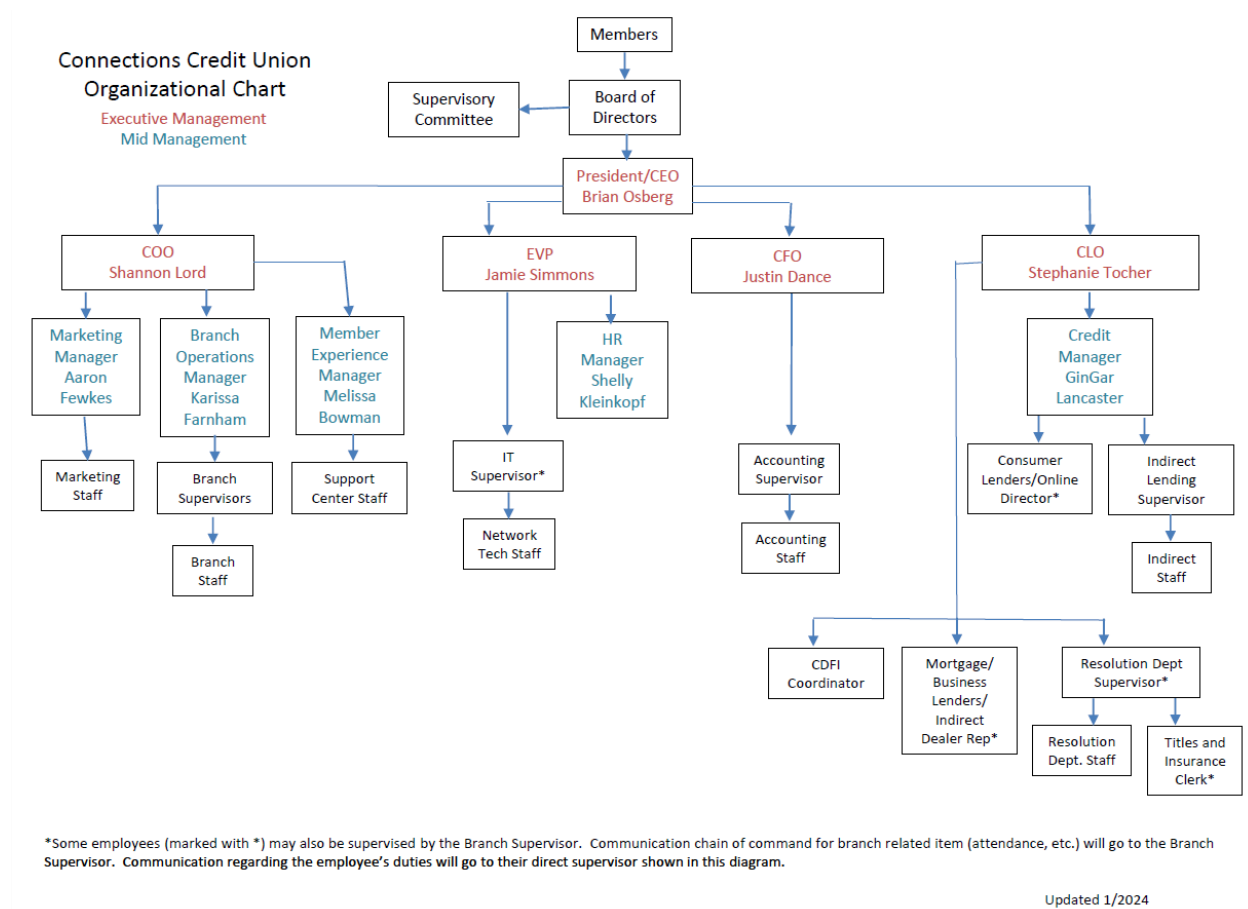


2024 Employer Handbook Addendum

1. Updated Organizational Chart

initial



2. Section: C-4 Performance Evaluations

initial

The transfer of an employee to a lateral position will not be considered until the completion of a full 60 days of active employment. Lateral position is identified as moving from one position to another. Identical pay grade, but a new position with similar title and similar responsibilities as the previous job. Lateral transfers will be considered following a full 30 days from a written corrective action. The promotion of an employee will not be considered until the completion of a full 90 days of active employment. Promotion is identified as advancement in employee's hierarchy, wages and change in responsibilities. Promotions will be considered following a full 90 days from a written corrective action. Any exceptions will need to be approved by the Executive Management Team.

- initial 3. **Section: D-7 Break and lunch Periods**
Employees who leave credit union premises for any reason for more than the paid 15-minute break period must first notify their Supervisor for approval and must clock-out. Any time over 15 minutes will count against accrued PTO. Any infraction will be subject to corrective action, up to and including termination.
- initial 4. **Section: E-1 Paid Time Off**
Unpaid Time
Only two (2) instances/occurrences of unpaid time are allowed within a twelve-month rolling period before a corrective action may be issued. An instance/occurrence is defined as one (1) or more hours within a pay period.
- initial 5. **Section: E-2 Flex Time**
Requesting/Using Flex
Flex time is a benefit that allows employees to schedule additional time off during the week for personal paid leave. Flex time must be requested no more than one week in advance to ensure that the Credit Union has the available staff needed to meet the daily business needs and potential staff schedule changes. Flex time is not a guaranteed approval from week to week and must be equitable for all employees. The expectation is for employees to work a full 40-hour week unless flex has been approved. In the event the branch is short-staffed, flex time may not be awarded and can be removed from prior approval.
- The flex time benefit awards 2 hours per week and cannot be saved for future use. It is a “use it or lose it” benefit. Employees may take flex time on day/s and time/s of their choice. Employees must work a full 40-hour week to receive flex time and can be combined with PTO to complete the 40-hour work week. Flex time must be reported no less than 30-minute to 2-hour intervals. Employees are eligible for flex time once they have completed one semi-monthly pay period. All flex time will be monitored by the employees’ supervisor. Employees should be flexible with what day/s and time/s they schedule weekly. For example, if an employee was granted a Friday off for flex time, he/she may not want to request the following Friday off the following week, unless the time has not been requested by any other employee in their branch or department. The decision to grant a request will be based on business needs and staffing requirements. In the event flex time off becomes disruptive to branch efficiencies and presents a challenge, the Branch Supervisor and EMT may remove the flex benefit for a single/specific branch for a temporary time determined by management. This policy is subject to change, depending on evolving business needs and feedback.
- initial 6. **Section: E-3 Health/Dental/Vision/Life Insurance**
All full-time employees are entitled to voluntary life insurance benefits. This voluntary life insurance benefit is available at the employee’s expense.
- initial 7. **Section: E-14 Retirement Benefit Plan**
A 401(K) program has been established for all employees. Once the employee has met the requirement as defined by the 401(K) contract (currently a 90-day waiting period), the employee is eligible to enroll in the 401(K) retirement plan the first of the month following 90 days of active full-time and part-time employment. Employees can elect to contribute from their pay up

to the legal limits. The Credit Union will match employee contributions using a formula established from time to time by the Board of Directors. An additional contribution may be made by the Credit Union if approved by the Board of Directors. Specific investment options and rules of the 401(K)-retirement program will be made available to the employee at the time of enrollment.

Retirement Package

A retirement package is offered to employees between the ages of 60-65 who have dedicated over 15 years to the success of the credit union. This package is a way to recognize their contributions to the credit union and give them an opportunity to retire early knowing they will have continued medical coverage for an extended period. Employees who want to take advantage of this retirement package are required to provide at least two weeks written notice to HR and the EMT prior to their retirement date. The retirement package would be mutually accepted by both CCU and the employee and a formal agreement signed by both parties.

8. **Section: G-2 Employment Separation/Resignation**

initial

Wages/PTO

Connections Credit Union may make monetary deductions from the employees' final paycheck for property that is not returned under applicable laws and if authorized by the employee. This may include, but is not limited to keys/fobs, cell phones, re-keying building/drawers or computer equipment. Under the FLSA, employers can deduct the cost of unreturned company property from the wages of nonexempt employees, as long as this deduction does not cause the employee's pay to fall below the minimum wage or reduce any owed overtime wages.

9. **Section: G-12 Hybrid Work Policy**

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Connections Credit Union Hybrid Work Policy outlines our approach to flexible working arrangements for employees who work from a combination of office and remote locations, on either a temporary or permanent basis. The goal of the policy is to balance the benefits of both in-office and remote work and ensure that all employees have clarity on work expectations, while promoting productivity, well-being, and collaboration.

This policy applies to all eligible employees of Connections Credit Union. "Eligible employees" are those whose work duties do not require reporting to a specific location unless already assigned. The feasibility of hybrid work is determined by job role, departmental requirements, and managerial discretion.

Policy Details:

- **Definition:** Hybrid work refers to a work arrangement where an employee divides their time working both from the office and remotely, per this policy and other agreed terms.
- **Eligibility:** Not all positions may be suited for hybrid work. Various operations and maintenance, security, and member-facing roles are examples of job duties that require work on-site. Eligibility for hybrid work is determined by job responsibilities, the nature of work, team dynamics, and the discretion of the Executive Management Team.
- **Schedule Flexibility:**
 - Employees working in a hybrid model may have in-office days and/or remote days which are scheduled and determined by consultation with their supervisor.

- **Workspace:**
 - Employees are responsible for setting up a remote work environment ensuring privacy, safety, and minimal disruptions.
 - The credit union will provide necessary equipment, tools, and resources to ensure employees can be efficient while working remotely. Some job roles may require specialized software or equipment not included on the list of equipment the credit union provides to all employees who work remotely part or full time; these needs should be discussed with the IT.
 - If an employee experiences technical issues that prevent working remotely, the employee should notify their supervisor immediately to ensure coverage of the work and to get support for the issue. Interruptions caused by internet outages may require the employee to work from the main office or an alternate location for the remainder of the day, or until the outage is fixed.
- **Communication:**
 - All employees must be reachable during their working hours via email, phone, or other credit union communication tools while working remotely.
 - Office attendance may be required for team meetings, one-on-ones, or department meetings. Employees will be notified as soon as possible in advance of any meeting where office attendance is required.
- **Performance Evaluation:** Performance expectations remain consistent regardless of the work location. Remote work will be subject to the same metrics and factors used to evaluate in-office work performance. Regular communication with supervisors will ensure alignment with the metrics and clarity about expectations for employees working remotely.
- **Security and Data Protection:**
 - Employees must ensure that all credit union data is kept secure by following the credit unions' IT and data protection policies when working remotely.
 - Employees should use only credit union-approved tools for communication and collaboration.
- **Health & Well-being:** We encourage all employees to take regular breaks when working remotely, and to maintain separation between work and personal time with regular working hours, to ensure physical and mental well-being.
- **Review:** The hybrid work model will be reviewed periodically and evaluated against feedback from employees and supervisors to ensure its ongoing effectiveness.

This policy is subject to change, depending on evolving business needs and feedback.

Employee Signature

Employee Printed Name

Date:
