



SSI
Synectic Solutions, Inc.

**ORIENTATION
POLICIES
AND
PROCEDURES**

Oct 2014

Version 7

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CO - 2 Business Hours

Procedure Approval

Process Owner	Title	Date
Lynn Dines	CO-2 Business Hours	10/31/04

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	

1 PURPOSE

The purpose of this Policy and Procedure is to establish the overall normal operating hours of the Company.

2 GENERAL

Our regular operating hours are 8 a.m. to 5 p.m. Monday through Friday. Although under special circumstances, the hours may be adjusted to reflect the operating hours of our customers.

Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your supervisor. Most employees are assigned to work a forty (40) hour work week.

CO - 4 Code of Business Practices and Ethics

Procedure Approval

Process Owner	Title	Date
Lynn Dines	CO-4 Code of Business Practices and Ethics	10/31/04

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	06/24/10	Earnie Leonard	Updated to reflect current regulations.

1 PURPOSE

Synectic Solutions is committed to the highest standard of ethical conduct in everything that we do. The purpose of this Policy and Procedure is to provide guidance for standards of conduct to meet this goal, and to enforce such standards as codes for business practices and ethics.

2 GENERAL

The Company must define and enforce a code of business practices and ethics that addresses the unique problems and procedures that are related to defense procurement. The same ethical principles are to be applied to all business conducted by the Company. The Company will conduct its business fairly, impartially, in an ethical and proper manner, in accordance with the company's values, Code of Business Practices and Ethics, and in full compliance with all laws and regulations. The highest standards of ethical business conduct and compliance are required of Company employees in performance of their company responsibilities. All employees must sign and abide by the Company Code of Business Practices and Ethics, warranting that they understand the code and will be bound by its provisions.

3 CODE OF BUSINESS PRACTICES AND ETHICS

- 3.1 Synectic Solutions will conduct its business in accordance with the highest standards of business practices and ethics. The pursuit of honesty, integrity and trust is the first priority in all Synectic Solutions endeavors.
- 3.2 Company employees will conduct Company business affairs according to these tenets and do their part to ensure compliance throughout the Synectic Solutions organization. In particular, all employees will:
 - 3.2.1 Obey all applicable laws, rules, regulations and contract requirements governing the support of Synectic Solutions customers and the business in general;
 - 3.2.2 Not offer favors, jobs, or anything of value, to present or potential customers except as authorized by current laws, regulations or contracts;
 - 3.2.3 Not engage in any activity that might create a conflict of interest for the company or for themselves individually, and request a conflict of interest determination for any activity or personal interest that might interfere with the employee's objectivity in performing company duties and responsibilities;
 - 3.2.4 Not allow themselves to be placed in situations regarding outside interests or relationships which might jeopardize the Company's integrity;

- 3.2.5 Not use, direct or appropriate Company or customer property, equipment, services or assets for personal use or benefit, and only use them for appropriate Company approved activities;
- 3.2.6 Not take advantage of their Company position to seek personal gain through the inappropriate use of Company or non-public information or abuse of their position;
- 3.2.7 Follow all requirements for protecting Company information and ensuring that non-Company proprietary information is used and disclosed only as authorized by the owner of the information or as otherwise permitted by law;
- 3.2.8 Promptly report illegal or unethical conduct or other violations of this Code to management (Company President or Director of Human Resources), and, as appropriate, ask questions, seek guidance, report suspected violations, and express concerns regarding compliance with this policy and the related procedures.
- 3.2.9 Sign the Company Code of Business Practices and Ethics upon being hired, warranting that they understand and agree to be bound by its provisions, and thereafter will sign the then current version as part of their annual review process.

4 GUIDANCE

- 4.1 Company management personnel will:
 - 4.1.1 Promote Company values and compliance with the Company Code of Business Practices and Ethics, including knowledge of the resources available to assist them and their employees in resolving questions or concerns.
 - 4.1.2 Create a free and open atmosphere allowing and encouraging employees to report Code violations, legal issues and concerns without fear of retribution.
 - 4.1.3 Issue procedures and establish companywide processes to assist employees in obtaining guidance, resolving questions, expressing concerns, and reporting suspected violations of the standards of conduct and the law;
 - 4.1.4 Establish companywide criteria for ethics education and awareness programs;
 - 4.1.5 Coordinate initiatives that foster a culture of open and honest communication;
 - 4.1.6 Provide advice to employee questions about ethical conduct and compliance;
 - 4.1.7 Provide confidential assistance to callers reporting suspected misconduct;
 - 4.1.8 Collect information, assign matters for investigation and recommend corrective action when appropriate;
 - 4.1.9 Conduct periodic reviews of Company business practices;
 - 4.1.10 Provide appropriate auditing and evaluation of systems and processes that monitor compliance with Company policies and procedures and legal obligations;

- 4.1.11 Meet the Company's obligation to self-govern by monitoring compliance with federal procurement and laws, and voluntary disclosure of violations and disciplinary actions taken for improper conduct;
- 4.1.12 Take necessary measures to fulfill the Company's responsibility to its customers and its associates to perform in accordance with the standards of the Code and preserve the integrity of its business posture.
- 4.1.13 Ensure that any offer of compensation (employment) to a former official of a Federal agency is not prohibited by 41 USC Title 41, Chapter 7, Section 423.

5 PROCESS

- 5.1 In order to facilitate this policy, Synectic Solutions will take measures to ensure that:
 - 5.1.1 Reported allegations are reviewed and investigated in a timely manner;
 - 5.1.2 Appropriate management personnel are advised of investigation findings and recommended corrective actions;
 - 5.1.3 A database system is maintained to ensure all information relative to investigations are maintained for a period of three years;
 - 5.1.4 When appropriate, investigation results and corrective actions are communicated to employees who report concerns;
 - 5.1.5 Measures are taken to maintain confidentiality and protect anonymity;
 - 5.1.6 Appropriate corrective action will be imposed for conduct deemed to be a violation of Company standards of conduct and/or this Code.

CO - 5 Illegal Payments, Gifts, and Favors

Procedure Approval

Process Owner	Title	Date
Lynn Dines	CO-5 Illegal Payments, Gifts, and Favors	10/31/04

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	06/30/10	Earnie Leonard	Updated gift amount from \$10 to \$20.

1 PURPOSE

This policy prohibits the giving or receiving of extraordinary payments, kickbacks, bribes, illegal transactions, or any other improper attempt to influence a customer or supplier or to be influenced by a customer or supplier.

2 GENERAL

- 2.1 Employees should not allow any gift to influence a business relationship with any other company, customer, supplier or representative.
- 2.2 Employees and their immediate families are prohibited from accepting gifts, payments, favors, preferential treatment, special accommodations or use of property or facilities with a value greater than \$20 (excepting low-value promotional items) from any other Company, customer, supplier or representative.
- 2.3 Employees may not give or receive from any government official, supplier or customer or their agents, employees or fiduciaries, any payment of money, gifts or favors, in an attempt to influence their actions. Such behavior is illegal, may constitute bribery, and is expressly forbidden by the Company.

3 PERMITTED ACTIVITIES

- 3.1 Business-related functions such as meetings, seminars, discussions and presentations involving a group at which meals are served are considered to be a permitted activity. The formal agenda for such occasions will evidence the meals as a part of the occasion.
- 3.2 Incidental refreshments at work such as coffee, soft drinks and similar items are permitted.

4 SUBCONTRACT ANTI-KICKBACK PROCEDURES (FAR 52.203-7, FEBRUARY 1987)

- 4.1 The Company shall follow reasonable procedures designed to prevent and detect possible kickback violations in business relationships with subcontractors. FAR 52.203-7 shall be included in all subcontracts, either in substance or entirety.
- 4.2 “Kickback” as used in FAR 52.203-7 means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, to any prime contractor, prime contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a subcontract relating to a prime contract.

- 4.3 The Anti-Kickback Act of 1986 (42 U.S.C. 51-58) (the Act), prohibits any person from:
- a) Providing or attempting to provide or offering to provide any kickback;
 - b) Soliciting, accepting, or attempting to accept any kickback; or
 - c) Including, directly or indirectly, the amount of any kickback in the contract price charged by the prime contractor to the United States or in the contract price charged by a subcontractor to a prime contractor or higher tier subcontractor.
- 4.4 When a Manager has reasonable grounds to believe that a violation may have occurred, he/she shall promptly report the possible violation to the Company President. Upon confirmation of a violation, the President shall file a report with the Inspector General of the contracting agency, the head of the contracting agency if the agency does not have an Inspector General, or the Department of Justice. The Company will cooperate fully with any Federal agency investigating a possible violation.

5 SANCTIONS

- 5.1 Employees who participate in prohibited or illegal activities may be dismissed. In certain cases, criminal prosecution may result. At the very least, the Company's integrity and reputation may suffer irreparable harm. The Company will not tolerate such an occurrence and will take all necessary action to prevent it.
- 5.2 Penalties can also include cancellation of existing contracts and suspension or debarment of new awards for a designated period.
- 5.3 Government employee penalties can include fines, suspensions, or firing depending upon the severity of the offense.

6 IMPLEMENTATION

- 6.1 Each employee shall be informed that offering or receiving a gift of value is illegal.
- 6.2 Low value promotional items are not considered "gifts of value."
- 6.3 Each employee should be notified of the Government's guidelines and that gratuities include anything of value including meals, entertainment, gifts, transportation, or personal loans.
- 6.4 All Company officials and employees must avoid even the appearance of making an offer.

CO - 6 Software Licensing Agreement

Procedure Approval

Process Owner	Title	Date
Lynn Dines	CO - 6 Software Licensing Agreement	10/31/04

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	

1 PURPOSE

The purpose of this Policy and Procedure is to maintain compliance with the U.S. Copyright Act and negotiated License Agreements which apply to software not developed by the company. This policy is intended to provide guidance to management and all users of software supplied by others and installed on company computing resources. Computing resources include, but are not limited to, intelligent devices that are connected to mainframes, local area networks, servers, wide area networks, minicomputers or standalone personal computers.

2 GENERAL

Employees are specifically prohibited from reproducing computer software (except for authorized use as a back-up copy) that was obtained for company use under a licensing agreement, unless authorized by the software licensor. Duplication of software or documentation constitutes copyright infringement, whether or not the copies are ever used.

2.1 All personal computer users must be able to produce original distribution diskettes and associated product documentation when requested by management, security, or audit personnel. In the absence of a License Agreement authorizing the actions below, the following applies:

- Make only one back-up or archival copy of the software and only use this back-up copy in the event of loss, failure, or damage to the original software.
- Do not copy or reproduce software support documentation.
- Do not simultaneously use software loaded on a fixed disk and software from the original diskette.
- Do not install purchased software on the hard disk or more than one computer simultaneously. This includes portable computers.
- Do not make derivative works (i.e., enhancements or modifications) of purchased software without the permission of the copyright owner.

2.2 Legal use of manufacturer-issued software is established by one of the following rules:

- Original software diskettes exist.
- A site license exists.
- Software is “shareware,” the license fee has been paid, and the documentation defining the right to use is available.
- Software is in the public domain.

2.3 Synectic Solutions management may, at its discretion and without prior notification, monitor any and all computer activity to detect abuse or unauthorized conduct.

2.4 Disciplinary action in accordance with established rules of conduct will be taken by management commensurate with the severity of the infraction.

- When a responsible person is identified during the course of the investigation, proper discipline up to and including discharge will be agreed upon by that individual’s supervisor and the Human Resources Department.
- Appropriate documentation will be maintained.

- 2.5 When a personal computer is disposed of:
- The hard disk must be erased of all software.
 - Legal copies of software, with the original support documentation, must be made available to the responsible manager or representative.
- 2.6 Every user of Synectic Solutions computing resources has a personal responsibility to comply with the copyright laws and negotiated license agreements in order to insulate both Synectic Solutions and the individual from potential civil and/or criminal liability.

FA - 6 Facility Security

Procedure Approval

Process Owner	Title	Date
Richard Martinez	FA - 6 Facility Security	01/31/09

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	01/31/09	R. Martinez	

1 PURPOSE

The purpose of this Policy and Procedure is to provide guidance and help ensure the safety of our employees and visitors while protecting the facilities and physical assets from damage or theft. This also includes the protection of company proprietary information and the safeguarding of classified information and materials.

2 GENERAL

Synectic will provide instructions and procedures for all Synectic Personnel entering and exiting this facility. This will include physical safeguards that will protect against unauthorized access, detect attempted or actual unauthorized access and activate an effective response. These measures are necessary in order to control access to the company's proprietary information and assets. Security briefings will be given for those that have a clearance for the safeguarding of classified information in their custody or under their control.

- 2.1 Each employee shall assume responsibility for assisting with the maintenance of a secure work place. This includes controlling access for non-staff in our facility and working areas.
- 2.2 Maintenance or repairs will be done during business hours with staff available to oversee and ensure that appropriate access is provided and has been approved.
- 2.3 The Facilities and Security Manager will maintain and assign office keys for individuals requiring access to our facility. This includes office, lobby, restroom and after hour building access.
- 2.4 All building exterior doors will be kept locked at all times except where specific procedures have been established to leave the door unlocked.
- 2.5 Doors shall be left open only while a staff member is in position to monitor access. No one shall provide or allow access to anyone who is not known to them.
- 2.6 Building problems, such as a faulty lock, interior lights, etc. should be reported to the Facilities and Security Manager.
- 2.7 Confidential and proprietary information may be kept and used in various offices throughout the facility but must be filed or put out of site during non-working hours.
- 2.8 The first Synectic employee to enter and the last Synectic employee to leave the facility shall complete the security Entrance and Exit Log Book located at the main entry door. The log book will provide information on who to contact for any disruptions in security service or standard procedures that have not been checked off in the Log Book.

FA - 7 Visit and Badge Requests

Procedure Approval

Process Owner	Title	Date
Richard Martinez	FA - 7 Visit and Badge Requests	01/31/09

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	01/31/09	R. Martinez	

1 PURPOSE

The purpose of this Policy and Procedure is to provide guidance on visit and badge requests submitted to government and contractor agencies.

2 GENERAL

Synectic will process employees for Visit and Badge Requests by determining their need for access to classified materials and/or classified locations. Synectic has established procedures to ensure all documentation will be processed accordingly for individuals working or visiting classified facilities for disclosure of any classified information.

2.1 Visit Requests

2.1.1 Synectic employees often work on-site at government installations and/or travel to government and contractor facilities for meetings and other business events. Synectic employees working at or traveling to government and government contractor facilities must have a Visit Request on file at that location. The Visit Request contains the following information:

- Company name, address, and telephone number, assigned CAGE Code and certification of the level of the facility security clearance.
- Name, date, place of birth, and citizenship of the employee.
- Certification of the proposed visitor's personnel clearance and any special access authorizations required for the visit.
- Name of the person(s) to be visited.
- Purpose and sufficient justification for the visit to allow for a determination of the necessity of the visit.
- Date or period during which the Visit Request is to be valid.

2.1.2 The Visit Request must be signed by the Facility Security Officer (FSO) or the Director of Human Resources (as an alternate FSO). If the employee will be working on site or will be visiting the location on a recurring basis, a 12-month visit request will be submitted for approval to the activity being visited.

2.1.3 If the employee is traveling to a government contractor facility, an authorized government representative (i.e., the TA, COR, or Contracting Officer) must acknowledge the travelers "Need to Know" by signing the letter as well.

2.2 Badge Requests and CAC cards

2.2.1 In most cases, a Badge Request and CAC must be approved in advance to gain access to a military installation.

- 2.2.2 The FSO is responsible for submitting Badge Requests for all employees working or visiting government installations. In general, the badge request contains sections for personal, work-related, and security-related information.
- 2.2.2.1 The employee should fill in the personal and (in some cases) work-related information and sign in the appropriate location.
- 2.2.2.2 The customer or Program Manger should be contacted for any work-related information.
- 2.2.2.3 The FSO should enter the security-related information including date and level of security clearance and any special access requirements then sign to certify that the information is correct.
- 2.2.2.4 Once the form is complete, the FSO submits the form to either the government COR for signature or to the Prime contractor's Security Officer (if the employee will work on a subcontract).
- 2.2.2.5 Once the form has been signed by the COR, the FSO submits it to the Visitor Security office at the government activity.
- 2.2.2.6 The employee then must go to the Visitor Security office and present proof of identification in order to obtain their badge.

FA - 8 Security Clearances

Procedure Approval

Process Owner	Title	Date
Richard Martinez	FA - 8 Security Clearances	01/31/09

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	01/31/09	R. Martinez	

1 PURPOSE

The purpose of this Policy and Procedure is to decide if an employee may be processed for a personal clearance when Synectic determines that access is essential in the performance of tasks or services related to the fulfillment of a classified contract.

2 GENERAL

Synectic will process employees for clearances by determining eligibility for access to classified information in accordance with National Industrial Security Program Operating Manual (NISPOM) at the same or lower level of classification as the level of the clearance granted.

- 2.1 The Facility Security Officer (FSO) receives requests to process a personnel security clearance from the individual's supervisor and obtains the required information to start the initiation. The FSO will determine the correct action needed by obtaining information consisting of current clearance status, clearance history, and personal identification.
- 2.2 The FSO initiates clearance requests through the Joint Personnel Adjudication System (JPAS) and submits instructions to the employee regarding completion of their security questionnaire using the Electronic Questionnaires for Investigations Processing (e-QIP).
- 2.3 Synectic employees complete the questionnaire and submit their form electronically to be reviewed by the FSO. The FSO will validate information and process the form to the Defense Industrial Security Clearance Office (DISCO).
- 2.4 The FSO will receive results of the individual's clearance through JPAS and will indoctrinate that individual at the appropriate level. The FSO will obtain all required documents for submittal. Documents include Authorization Forms, fingerprints, and proof of citizenship.

ACCT - 1 Time Charging Discipline

Procedure Approval

Process Owner	Title	Date
Joel Dines	ACCT - 1 Time Charging Discipline	10/31/04

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	05/15/09	J. Dines	
V3	03/02/10	J. Dines/P. Pullman	Update exempt/non-exempt timekeeping procedures

1 PURPOSE

The purpose of this Policy and Procedure is to ensure that all employees are aware of the proper procedure for time charging and the necessity for accuracy.

2 GENERAL

2.1 Accurate Company record keeping is the most important item in our day-to-day business activity.

2.2 Timesheets are the cornerstone of our system for charging direct and indirect costs. Time sheet charging discipline is mandatory. The discipline starts with having a charge number before each effort begins. Each individual should be instructed in writing of the correct charge number for the effort to be performed. A Work Authorization form (below) should be used for this purpose.

3 PROCEDURES

3.1 Employee creates a new Timesheet in Unanet in accordance with the attached procedures.

3.2 Completing the Time Sheet

Employees must enter all productive time by charge number in Unanet on a daily basis. Unproductive time is NOT entered on timesheets unless it is approved Paid Time Off (PTO), Jury Duty, Bereavement or LWOP time. Lunch breaks are NOT considered productive time and are NOT entered on timesheets.

3.2.1 Time charges shall be recorded by charge number in accordance with the Work Authorization provided by the supervisor.

Synectic Solutions Work Authorization	
Name of Task:	
Contract Number:	
Charge Number:	
Start Date:	
Stop Date:	
Statement of Work:	
Employee:	
Regional Ops Mgr:	
VP Ops:	

- 3.2.2 Time shall be charged to the nearest tenth of an hour (e.g., 2.1, 3.5, etc.).
- 3.2.3 Timesheets shall be submitted by the employee at the end of the pay period. The pay schedule is bi-weekly. The normal pay period is 80 hours.
- 3.3 Recording Overtime – Non-Exempt.
- 3.3.1 Overtime Premium Pay. Hours paid for Paid Time Off, Holidays, Jury Duty, etc., that are not actually worked by the employee are not considered for calculating overtime. **The overtime calculation is based strictly on hours worked, not hours paid.**
- 3.3.2 **Overtime Premium Pay for locations subject to Federal law:** Non-exempt employees who perform overtime work will be paid one and one-half (1½) times their regular hourly rate for any time over forty (40) hours in a workweek unless they are on an approved alternate schedule (e.g., 5-4-9).
- 3.3.3 **Overtime Premium Pay for locations subject to CA law:** Non-exempt employees who perform overtime work will be paid one and one-half (1½) times their regular hourly rate for:
- All hours worked beyond eight in a single workday; and
 - The first eight hours worked on the seventh consecutive day worked in a single workweek.
- 3.3.4 **Overtime Premium Pay for locations subject to California law:** Non-exempt employees who perform overtime work will be paid **double** the employee's regular rate of pay for:
- All hours worked beyond 12 in a single workday; and
 - The hours worked beyond eight on the seventh consecutive day worked in a single workweek.
- 3.3.5 Full time non-exempt employees who work on a Company holiday will be paid their straight time rate for the holiday. In addition, they will receive their straight time rate for hours worked on the holiday unless they are otherwise entitled to overtime.
- 3.3.6 Non-exempt employees do NOT work discounted hours. All non-exempt hours should be recorded as compensated using the applicable Pay Type Code ("R" for regular and "O" for overtime).

3.3.7 All overtime worked by non-exempt employees will be subject to premium pay in accordance with Synectic's policy and all applicable laws. Overtime hours worked by non-exempt employees should be approved in writing prior to performing the work. (See Authorization Form referenced below.) If overtime is not approved in advance, a written explanation must be entered in Unanet timesheet at the time of submission.

3.4 Recording Overtime - Exempt

3.4.1 Exempt employees shall record all productive hours and indicate the applicable Pay Type code ("R" for normal/discounted hours and "OSO" for authorized straight-time rate compensation for hours in excess of the normal pay period hours).

3.5 Time Sheet Corrections

3.5.1 Timesheet corrections shall be made in Unanet and submitted for supervisor approval:

Perform the following procedures to correct your timesheet:

- a. Log into Unanet.
- b. Click on Home in upper left corner.
- c. Click on Completed Timesheets on left side of screen.
- d. Click on the pencil for the time period you wish to change.
- e. Make corrections on the appropriate days.
- f. Click on Save.
- g. Click on Submit.
- h. Enter an explanation for changes.
- i. Click on Submit again.

3.5.2 Employees must enter an explanation for a timesheet correction in the box provided in Unanet.

3.6 Submitting Timesheets

3.6.1 Timesheets shall be submitted to the supervisor for approval, no later than 12:00 p.m. at the end of each pay period.

3.6.2 Supervisors shall verify all entries, review, and approve.

3.7 Timesheet Checks

3.7.1 An electronic audit (time sheet check) shall be conducted periodically by supervisors to confirm that entries are being made on a daily basis.

4 FORMS

All forms are located on the company website Employee Portal page.

- Overtime Authorization Form

Synectic Solutions Electronic Timesheet Procedures

The Government requires that all Synectic employees enter their time on a daily basis and submit their timesheets at the end of each reporting period. Synectic management monitors time entered into the system at random to ensure that all employees are in compliance.

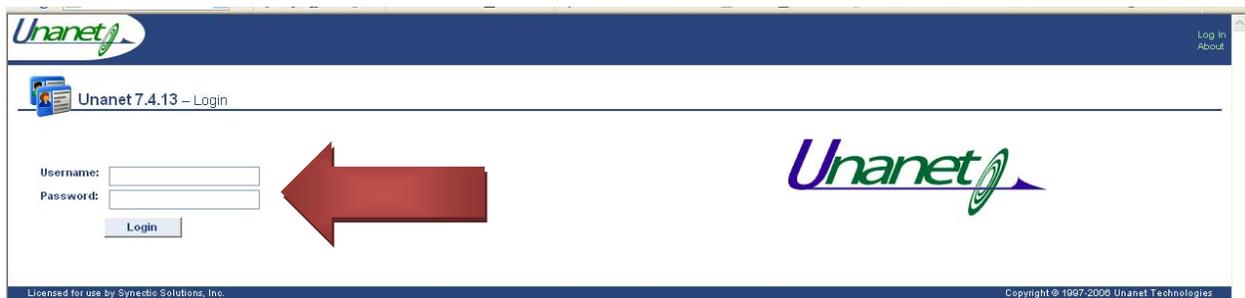
Synectic Solutions uses Unanet software to perform electronic timekeeping. Unanet is a web-based system that interfaces with our company's accounting systems to accumulate hours used to prepare invoices and payroll. Unanet is also used by our Program Managers to manage costs against budgeted amounts on assigned projects.

Follow the procedures below to enter your work time into the Electronic Timesheet System:

NOTE: Due to State and Federal Law, the Timesheet procedures for Exempt and Non-Exempt employees are slightly different. **Steps 19 through 23 apply to Non-Exempt employees only.** If you are not sure if you are Exempt or Non-Exempt, please contact your supervisor or the Director of Human Resources.

1. Launch your browser and log into the Synectic website: www.synecsolu.com.
2. Click on the Tab **Career Portal** across the top of the page and scroll down to **Current Employees**.
3. Enter your portal username and password supplied by your supervisor.
4. Scroll down to the bottom of the screen where the Unanet input window is displayed.
5. Enter your employee number in the field marked employee ID#.
6. For first time users, enter your employee number in the field marked password. Once you have logged in, you may then change your password.

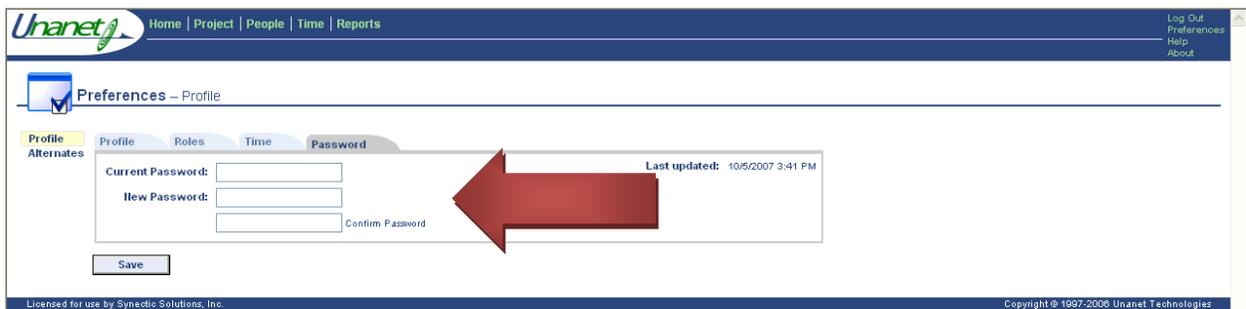
7. Click Login



8. Click Preferences.



9. Click Password from the tabs on screen then enter your Current Password and New Password in the space provided. Confirm by re-typing your New Password as indicated.



10. Click Save then click Home from the menu bar at the top of your screen.



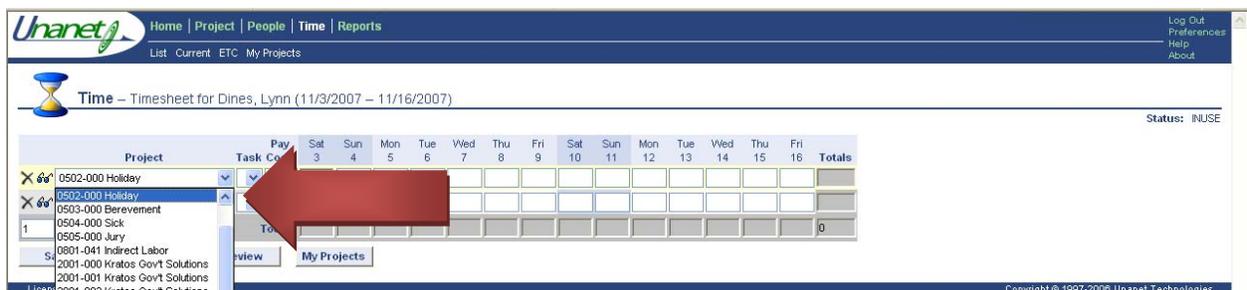
11. Click Current Timesheet under the Quick Links menu.



- When you click on Current Timesheet, a calendar will appear with “today’s date”. Click Save to create a timesheet for the period. If necessary, change the date by clicking on the calendar, then click Save.

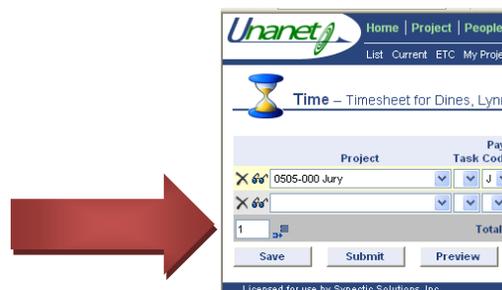


- Unanet will automatically generate a timesheet that covers the reporting period containing the date selected. (This is especially nice for our part time employees who may not work at the beginning of the pay period and may not know what date to enter.)
- Click on the dropdown arrow next to Project to reveal all of the charge numbers you are approved for. Select the applicable charge number for the first day of the reporting period.



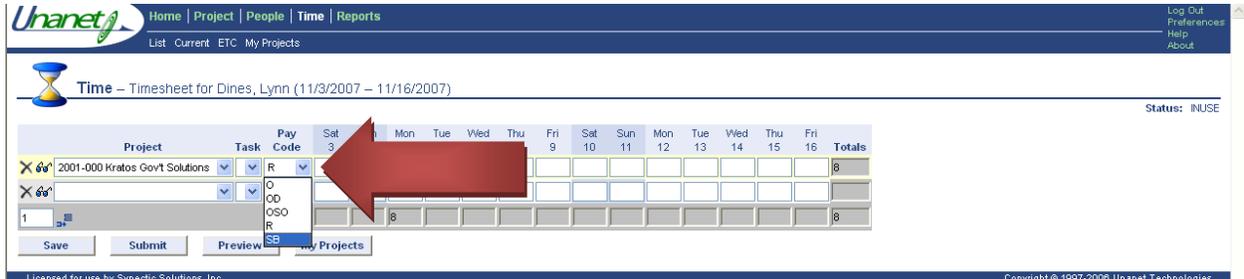
NOTE: If the project you are working on does not appear on the list, please refer to the instructions to Add a Project at the end of the Timesheet Procedures.

- To add additional rows, click on the Insert Icon above the Save button.

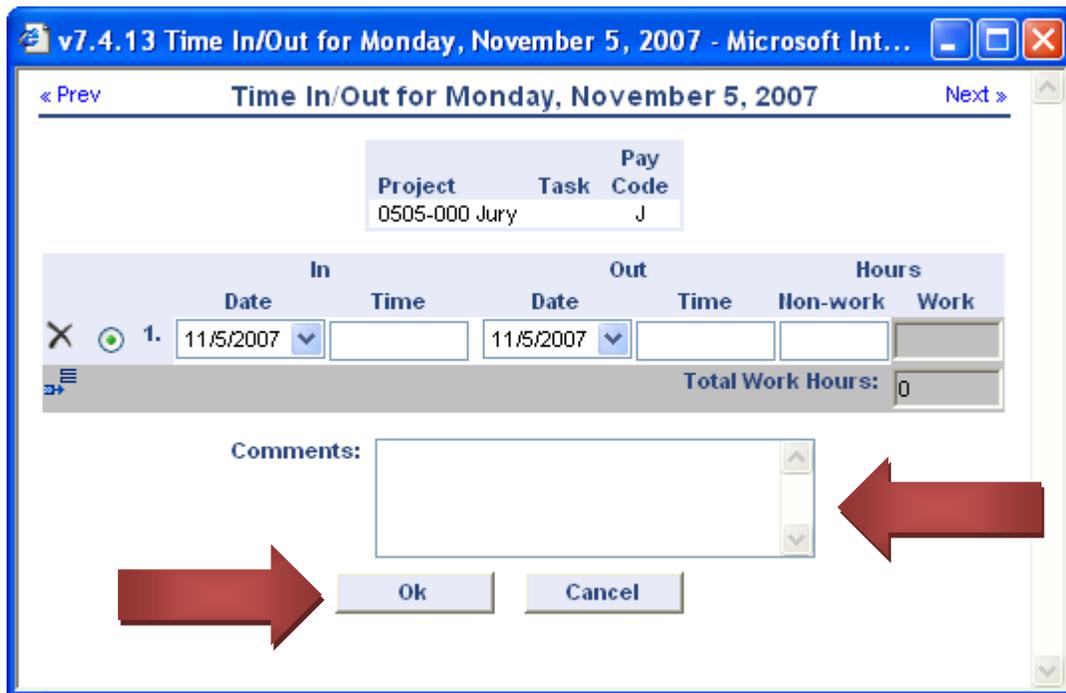


NOTE: As you add rows and enter projects, Unanet will automatically sort them in alpha-numeric order. So, be sure to check the project number to verify that you are entering the time on the correct line.

16. Enter your hours at the end of each day to the nearest 1/10th of an hour in the applicable cell. As you enter your hours, a Pay Code will be automatically generated by Unanet. If you are working overtime or you are on standby time, you must change the Pay Code from R to one of the following by selecting the code from the dropdown menu next to Pay Code:
 - a. O for regular overtime (for non-exempt employees only)
 - b. OSO for straight time overtime (for exempt employees only)
 - c. SB for standby time

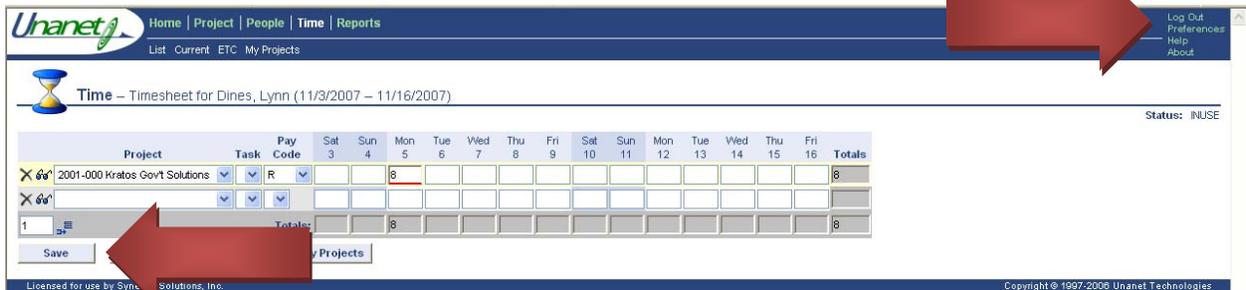


17. If you would like to add comments related to a particular entry, double click on the cell and enter your comments in the dialog box on screen then click OK to save the comment.



18. When you have finished entering your hours at the end of the day, click Save to save your hours to the system, then click Log Out to exit the system.

NOTE: The system will not log you out automatically.

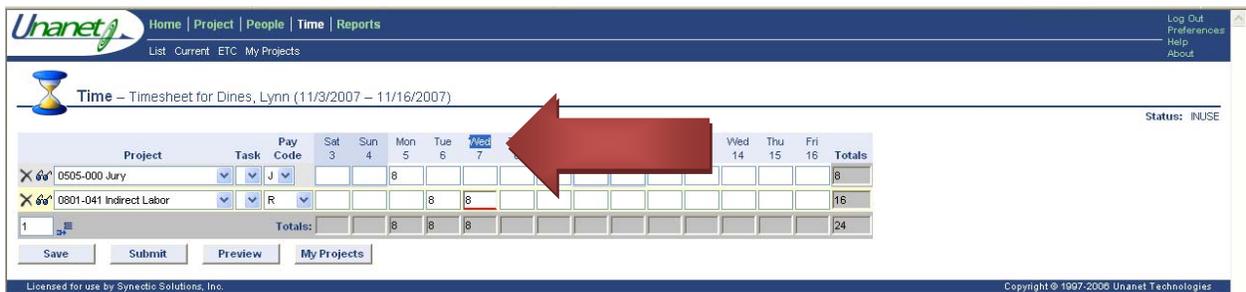


19. To comply with State and Federal Regulations, Non-Exempt employees must record daily Time In/Out and Meal Periods on a daily basis. This includes the time you:

- a. Start work
- b. Leave for a meal period
- c. Return from a meal period
- d. Leave for the day.

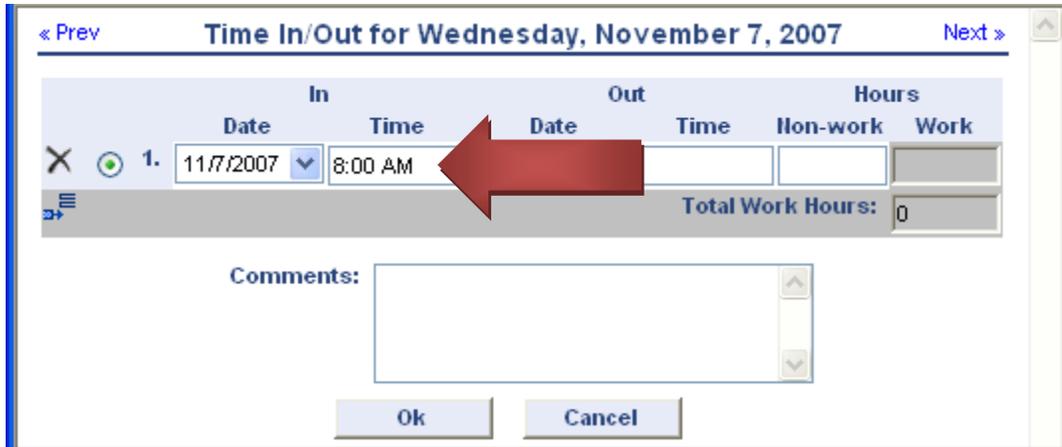
NOTE: You must save your entries and Log Out after each session to close Unanet.

20. To enter your start time, double click on the date.



21. Enter your start time in the space provided under the In column and Click OK.

a. The Non-work box pertains to lunch breaks only.



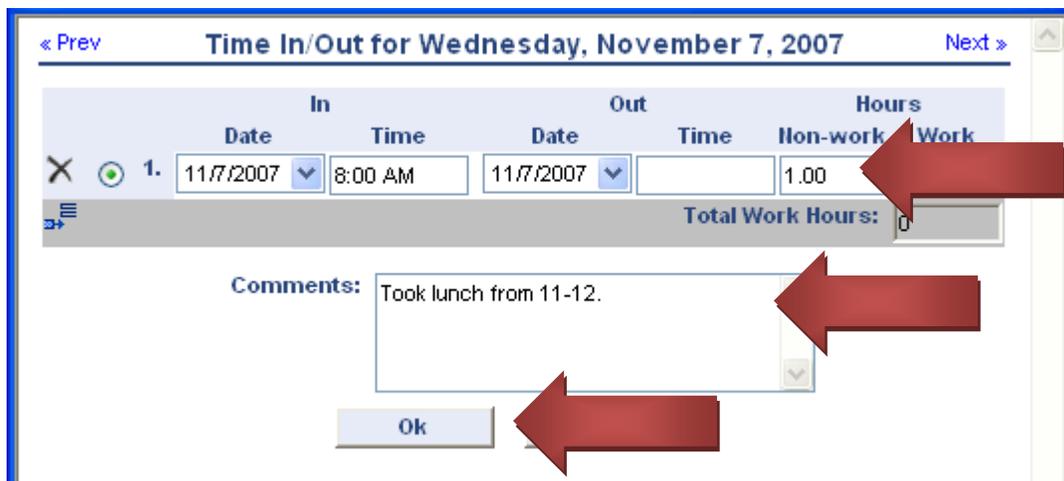
In		Out		Hours	
Date	Time	Date	Time	Non-work	Work
11/7/2007	8:00 AM				
Total Work Hours:					0

Comments:

Ok Cancel

22. Non-exempt employees must take a minimum 30-minute unpaid meal period within five hours of their start time. To enter your meal period, double click on the date again and enter your “non-work” time in the space provided then enter the time you took lunch in the Comments section and click OK.

NOTE: In the example below, the employee took a 1- hour lunch (shown under the column marked Non-work) from 11-12:00 (shown in the Comments block).

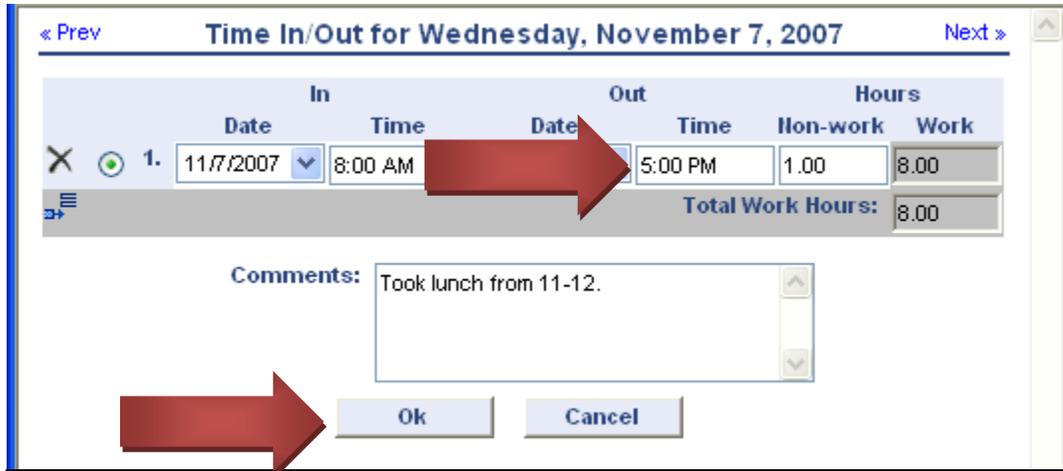


In		Out		Hours	
Date	Time	Date	Time	Non-work	Work
11/7/2007	8:00 AM	11/7/2007		1.00	
Total Work Hours:					0

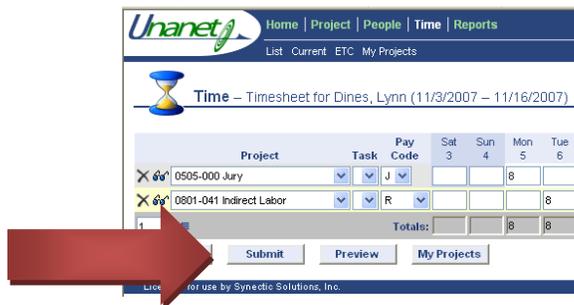
Comments: Took lunch from 11-12.

Ok

23. At the end of the day, double click the date again and enter the time you left work in the space provided below the Out column then click OK. Unanet will fill in the hours worked.



24. At the end of the reporting period, enter your time for that day then click Submit.

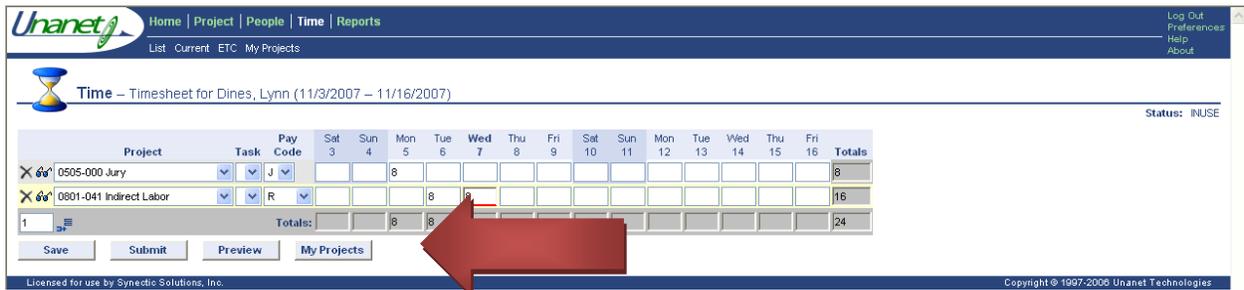


25. When you click Submit, Unanet will display a dialog box that allows you to enter comments. You do not need to enter any comments, click Submit one more time to send your timesheet to your supervisor for approval.

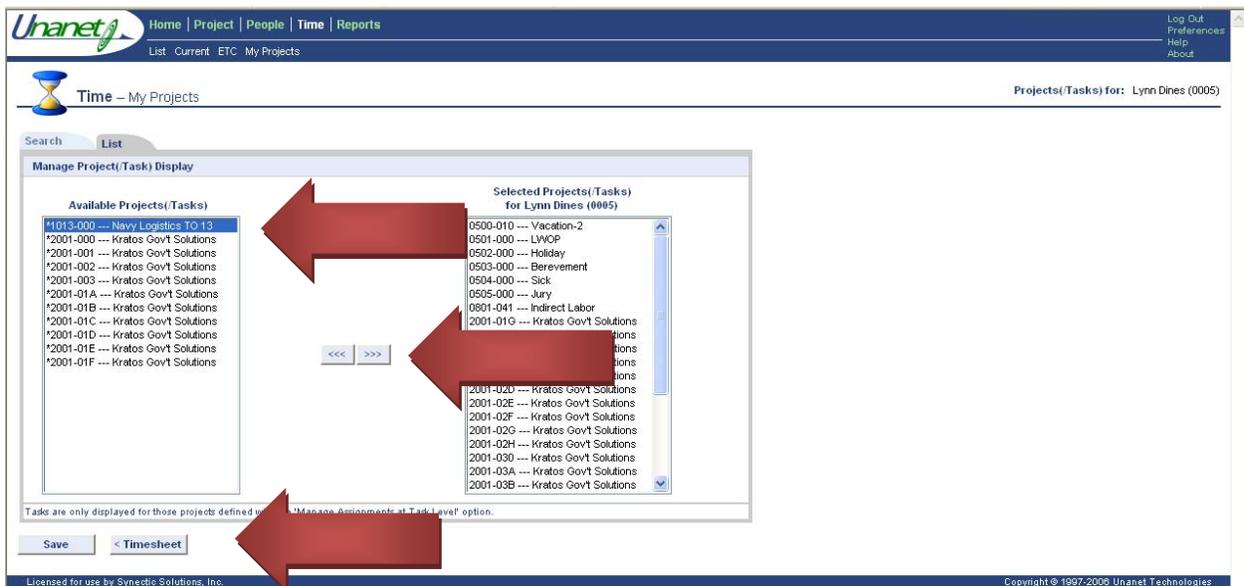
Add / Delete a Project

Perform the following steps if the project that you are working on does not appear on the Project drop down list:

1. Click on My Projects.



2. Highlight the project from the Available Projects/Tasks List on the left then click the arrow to the right to move the project to the Selected Projects/Tasks List.
3. Click Save then click Timesheet to return to your timesheet.



4. Click on the Project drop down list again and select the Project.

NOTE: If the project is not listed on the Available Projects/Tasks List, please contact your supervisor.

ACCT - 2 Total Time Accounting System

Procedure Approval

Process Owner	Title	Date
Joel Dines	ACCT - 2 Total Time Accounting System	10/31/04

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	05/14/09	J. Dines	

1 PURPOSE

The purpose of this Policy and Procedure is to provide guidance on Synectic's total time accounting system.

2 GENERAL

All PRODUCTIVE time expended in the accomplishment of business activity of the Company MUST be recorded on employee timesheets. All productive hours must be recorded whether the hours will be normal or discounted in order to comply with the Company's total time accounting system. Unproductive time is NOT entered on timesheets unless it is approved PTO, Jury Duty, Bereavement or LWOP time. Lunch breaks are NOT considered productive time and are NOT entered on timesheets.

3 PROCEDURES

All productive time shall be recorded on electronic timesheets in accordance with procedures in ACCT – 1. Under no circumstances should employees enter time that they have not worked on their timesheet. This includes time taken for lunch hours and other personal activities. Effort performed in the normal work week (including discounted hours) shall be compensated as bi-weekly salary. Criteria for hourly compensation for overtime hours follow:

- 3.1 Compensated Overtime Hours – Hours in excess of the normal workday must be authorized in advance by the appropriate manager in charge of the activity.
 - 3.1.1 Non-exempt employees will receive overtime premium for all overtime hours in accordance with federal and state regulations governing their work location.
 - 3.1.2 Exempt employees may receive straight time hourly pay for hours worked in excess of the normal pay period hours authorized in advance and entered on the timesheet as Pay Type Code “OSO.”
- 3.2 Discounted Hours – (**Exempt Personnel Only**) – are hours for which no advance approval was obtained or sought and are in excess of the normal pay period hours (dependent on work schedules) needed to fulfill the duties required. Discounted hours should be entered as Pay Type Code “R.”

4 GUIDELINES

- 4.1 In situations when advance approval is obtained, compensation shall be either at straight time, or straight time plus premium. The rate of compensation shall be in accordance with the Company policy relative to overtime pay.

The following guidelines shall be enforced:

- 4.1.1 All business activities are covered by this policy: contract, proposal, IR&D, and indirect efforts.
- 4.1.2 All productive hours shall be entered on the timesheet. Non-productive hours (ie: lunch hours or any hours spent on personal activities) must NOT be entered on the timesheet.
- 4.1.3 Management approval of hours expended, both discounted and normal, shall be evidenced by the supervisor's approval on the timesheet.
- 4.1.4 No manager is authorized to ask an employee not to record productive hours on their timesheet.
- 4.1.5 No pressure or coercion, intended or implied, shall be used to circumvent these guidelines.

5 VIOLATIONS

Any violation of this policy should be reported to the Company President. Upon investigation of the facts and circumstances, appropriate corrective or disciplinary action shall be taken.

6 APPLICATION

- 6.1 The use of discounted hours is applicable to “**Exempt**” personnel only. The use of discounted hours does not apply to “**Non-exempt**” personnel.
- 6.2 **Non-exempt** employees cannot include discounted hours on their timesheet. Those employees are entitled to receive overtime premium for all overtime hours.

ACCT - 3 Employee Incurred Travel Expenses

Procedure Approval

Process Owner	Title	Date
Lynn Dines	ACCT - 3 Employee Incurred Travel Expenses	10/31/04

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	06/01/06	J. Siros	Update mileage reference.
V3	11/21/11	L. Dines	Update company name to SSI. Update changes to travel plans, travel authorization process, travel advance request procedure, and change fees.

1 PURPOSE

The purpose of this Policy and Procedure is to provide guidance for reimbursement of expenses incurred during the conduct of official Company business.

2 GENERAL

- 2.1 Travel costs include transportation, lodging, meals, and incidental expenses incurred by Company personnel and authorized non-Company personnel on official Company business. In general, SSI adheres to the underlying principle that each employee must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business, also considering the issues of reasonableness and allowability. Travel should be accomplished by the most reasonably expeditious, economic means of transportation practicable and commensurate with the nature and purpose of the employee's duties.
- 2.2 Travel costs may be charged direct to a contract when incurred pursuant to its terms, or charged indirect in the normal course of overall administration of the business. Travel costs must follow the cost principles set forth in FAR 31.205-46 and this document.
- 2.3 All travel costs, when incurred for any purpose, must also meet the general standards for allowability found in FAR 31.201-2. Hotel bills, car rental receipts, and airline tickets must be included with the expense report. Additional receipts may be required if travel costs are in excess of Government established maximums.
- 2.4 Voluntary disallowed costs are employee reimbursed if approved in advance by the President, CFO, or Director of Contracts (DOC), but not reimbursed to the Company by the procurement agency.

3 POLICY

3.1 Per Diem Expenses

GSA Federal Travel Regulations govern the maximum per diem rates, the maximum lodging amount, and the maximum miscellaneous and incidental rate amount for travel in the 48 continental states. Department of Defense Joint Travel Regulations specify similar rates for travel in Alaska, Hawaii, Puerto Rico, and territories and possessions of the United States. Department of State Standardized Regulations provide maximum per diem allowance for foreign areas. Copies of these are available on the GSA's website "www.gsa.gov" by selecting the link to "Per Diem Rates."

- 3.1.1 SSI pays per diem costs. Costs in excess of the per diem allowance set forth in the regulations cited in 3.1 above, that is, costs that exceed the single rate for lodging, meals, and incidental expenses combined, must be approved in advance of travel by the President, CFO, or DOC in order to be reimbursed. A written justification for any excess charges (e.g. non-availability of in-rate hotel or motel accommodations on the required date, direct Government instructions or other special or unusual circumstances) must be included with the pre-travel request. In some cases, if it is otherwise unavoidable due to circumstances beyond the employee's control, the justification and applicable receipts may be provided after the travel occurs if it is deemed acceptable by the President, CFO, or DOC. If not approved as set forth above, costs in excess of Government established per diem are the responsibility of the individual traveler.
- 3.1.1.1 "Lodging" is generally defined as the expense of overnight sleeping facilities, but does not include accommodations on airplanes, trains, buses or vessels.
- 3.1.1.2 "Meals" are defined as expenses for breakfast, lunch, and dinner. However, alcoholic beverages and entertainment expenses are expressly unallowable costs.
- 3.1.1.3 "Incidental expenses" include fees and tips for waiters and baggage handlers, laundry and cleaning bills, local transportation, and telegrams or telephone calls necessary to reserve lodging accommodations and safe arrival calls.
- 3.2 Airfare Costs
- 3.2.1 Allowable airfare costs are generally limited to the lowest customary standard coach or equivalent airfare offered during normal business hours.
- 3.2.2 In some cases, other than coach class accommodations may be used (e.g. if no coach class airline accommodations are reasonably available, or if other than coach class is required to accommodate a disability or other special need or under other, exceptional circumstances). In such cases, pre-travel approval must be obtained from the President, CFO or DOC, in order to be reimbursed.
- 3.2.3 The "Fly America Act" requires that Government contractors use U.S. flag air carriers for international travel, to the extent such service is available. Air travel costs will be disallowed when U.S. flag service is available and not used unless an adequate justification is made. The justification can be satisfied by completion of a "Certification of Unavailability of U.S.-Flag Air Carriers."
- 3.3 Rental Cars
- 3.3.1 Costs for rental cars and related expenses are allowable costs as either direct or indirect expenses dependent on the nature of the business travel. Mid-sized cars (for a single traveler) and full-sized cars (for multiple travelers) are the criteria for rentals even though luxury cars may rent at a lesser rate in some geographical areas than standard models in other areas.

3.3.2 SSI does not carry liability insurance that covers rental cars used for business purposes. The liability insurance coverage should be accepted on the rental agreement. SSI does not have collision or comprehensive insurance to cover rental cars. Therefore, the rental car agreement should always indicate the need for this type of insurance so that the employee is not at risk if involved in an accident. It is not the intention of the company that the employee's private insurance covers a rental car on Company business. Costs for any accident that is proved to be the fault of the employee are the responsibility of the employee if not covered by insurance.

3.4 Personal Vehicles

Personal vehicles can be used for Company business purposes for local and extended travel when authorized by a supervisor.

3.4.1 Reimbursement will be based upon the miles traveled at the current Government authorized rate per mile. This mileage rate is for the purpose of covering all costs associated with the vehicle such as ownership, operations, maintenance, insurance, and licenses.

3.4.2 Extended mileage reimbursement is not to exceed the current lowest customary standard coach airfares or rental car rates (plus gas) for the same travel points. Extended mileage is defined as being greater than 50 miles in distance, one way.

3.4.3 The Company has no liability, collision, or comprehensive insurance which covers personal vehicles. The responsibility for damages due to collision or comprehensive events rests with the employee. Payment for insurance coverage is reimbursed through mileage allowance.

3.4.4 The use of special conveyances (e.g. private or personal aircraft) must be authorized by the President, CFO, or DOC prior to travel based on allowability and reasonableness.

3.5 Changes to Travel Plans

Changes to travel plans may occur for many reasons, including:

- Schedule changes initiated by the Government customer
- Schedule changes made for personal reasons
- Changes to venues
- Flight cancellations made by airlines
- Natural disasters

When changes are the result of a schedule change initiated by the Government customer or a reasonably unanticipated change in venue, all reasonable customary charges associated with the change (including change fees) are allowable and will be reimbursed to the employee. Likewise, flight cancellations made by the airlines and natural disasters that affect travel plans are also reimbursable to the employee.

When changes are made for personal reasons and the change results in an increased cost or change fee, the employee is generally responsible for the increased expense. Prior to making any changes for personal reasons that may affect cost, employees are encouraged to review the circumstances with their supervisor who will then present the circumstances to the CEO or CFO to obtain confirmation as to whether the cost will be reimbursed. In any case, the increased cost of changes made for personal reasons are not allowable and will not be billed to the customer.

4 PROCEDURE

4.1 Travel Authorization

Prior to incurring any expense for travel, the employee must complete and submit a Travel Authorization Form for approval in accordance with the following steps:

- For Direct travel, the employee must submit the Travel Authorization Form to the PM. The Travel Authorization Form must contain both preferences and constraints associated with the travel along with an explanation for the constraint. The PM will verify that the travel is authorized by the customer and the availability of travel funds, approve travel requests, and route the form to the DOC for approval. The DOC will verify that the travel is authorized under the contract and forward the request to the Travel Agency.
- For Indirect travel, the employee must submit the Travel Authorization Form to their supervisor. The supervisor will approve the travel and route the form to the CFO. The CFO will authorize the expenditure of indirect expense and return the form to the employee. Indirect employees will forward the request directly to the Travel Agency once the indirect expense is authorized.

The Travel Agency will identify three options for travel within the constraints established by the company and any approved constraints established by the employee and return them to the employee. Once the employee selects the option, the Travel Agency will confirm final approval by sending an e-mail requesting confirmation/approval to the CFO and DOC. The DOC must approval all Direct travel prior to booking. In addition, the CFO must approve all Indirect travel and any company-paid portion of Direct travel (such as company-paid airfare) prior to booking.

4.2 Travel Advance Request

Under certain circumstances, a Travel Advance Request may be submitted to request advance funds for travel. Estimates used for travel must be based on reasonable estimates that take into account the per diem rates and prevailing rates for airfare and car rental costs. In no event will the company advance greater than 65% of estimated travel costs. Travel Advances must be submitted to Accounts Payable along with the initial Travel Authorization Form signed by the PM not less than two weeks prior to travel in order to allow sufficient time for the approval process and processing of advance payments.

4.3 Change Fees

If a change occurs while on travel, employees may contact the Travel Agency directly to arrange for the change. Employees are cautioned that all increased costs must be reasonable and customary in order to be reimbursed for the change. In addition, employees are cautioned that increased costs due to personal reasons are generally not reimbursed except in extraordinary circumstances outside the control of the employee. Therefore, any such circumstances should be reviewed with the employee's supervisor and approved by the CEO or CFO to ensure that they are reimbursable prior to incurring the expense.

4.4 Recording Costs

4.4.1 A Travel Expense Report must be submitted within seven days after travel is completed.

4.4.2 A copy of the Travel Authorization, Travel Advance Request (if applicable), receipts, and the timesheets of the employee performing the travel shall be attached to the Travel Expense Report. The timesheets must cover the period of travel and match the charge number(s) on the Travel Expense Report.

4.4.3 Travel costs, incurred during a period where the employee is in a travel status that include both business and personal time, will be charged so that costs specifically identified as being incurred during the personal time are segregated from those expenses incurred for business purposes. Travel costs of a personal nature will not be paid by the Company.

4.4.4 Where applicable, costs of alcoholic beverages must be identified separately on the Travel Expense Report. Such costs are categorized as voluntary disallowance.

4.5 Employee Reimbursements

4.5.1 Employee reimbursements will be made within 10 working days of receipt of a properly submitted reimbursement request. Failure to attach the appropriate documentation and/or improperly completing Travel Expense Reports may delay reimbursement of travel-related expenses.

5 FORMS

All forms are located on the company website Employee Portal page.

- Travel Authorization
- Travel Advance Request Voucher
- Direct Travel Expense Report
- Indirect Travel Expense Report

ACCT - 4 Business Meals (Non-Travel Status)

Procedure Approval

Process Owner	Title	Date
Lynn Dines	ACCT - 4 Business Meals (Non-Travel Status)	10/31/04

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	

1 PURPOSE

The purpose of this Policy and Procedure is to provide guidance for reimbursement of business meal expenses incurred during the conduct of official Company business.

2 GENERAL

Reimbursable costs are those amounts incurred by and paid to the individual in connection with a business meal.

Non-reimbursable costs are those amounts incurred by the individual, but not paid by the Company.

Unallowable costs are those amounts reimbursable to the individual, but not paid to the Company by the customer.

3 PROCEDURES

3.1 Costs for business meals not in a travel status are reimbursable when properly documented and approved. The costs are reviewed for allowability based on the attendees and the reason for the associated meal.

3.1.1 Costs for business meals with all Company employees are allowable if documented by a meeting agenda showing the meal as an integral part of the business agenda.

3.1.2 Costs for business meals with non-Company employees are allowable if incurred for a bona-fide business reason. Attendees may include, but are not limited to, consultants, interviewees and potential teaming partners.

3.1.2.1 Any meal at which the Company pays for a Government employee's meal is unallowable.

3.1.2.2 The pro-rata share of meals for spouses and non-business related parties attending a business meal are unallowable. This may include symposia for the dissemination of business information where a meal is served.

4 FORMS

All forms are located on the company website Employee Portal page.

- Business Meals

ACCT - 5 Employee Reimbursements - Miscellaneous

Procedure Approval

Process Owner	Title	Date
Lynn Dines	ACCT - 5 Employee Reimbursements - Miscellaneous	10/31/04

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	
V3	6/01/06	J. Siros	Update mileage reference IAW attorney review.

1 PURPOSE

The purpose of this Policy and Procedure is to provide guidance for reimbursement of miscellaneous employee expenses incurred during the conduct of official Company business.

2 GENERAL

Costs for business expenses are reimbursable when properly documented. All costs are reviewed for allowability in accordance with the Federal Acquisition Regulation (FAR) based on the nature of the expense.

3 PROCEDURES

3.1 Direct charge expenses for materials and equipment (i.e., those directly related to a Task Order or contract), must be approved by the Director of Contracts prior to incurring the expense.

3.1.1 The requestor shall submit a Purchase Requisition Form to the Director of Contracts for approval.

3.1.2 The requestor may then purchase the item and submit an Employee Reimbursement Request in accordance with 3.1.2.1, below or he/she may present the signed Purchase Requisition Form to the Facilities and Security Officer (FSO).

3.1.2.1 An Employee Reimbursement Request should be submitted to the Program Manager with a copy of the approved Purchase Requisition Form and the original receipts for the item.

3.1.2.2 The Program Manager shall approve all properly submitted Employee Reimbursement Requests and submit the request to Accounts Payable. Accounts Payable will prepare/process a payment voucher and distribute a check to the employee within 10 working days.

3.1.3 The FSO will obtain direct charge item(s) submitted under an approved Purchase Requisition Form using the Company Purchase Card and submit the receipt along with a payment voucher to Accounts Payable for processing.

3.1.4 All direct charge items purchased must be processed in accordance with CNTS-2 – Government Property Control procedures.

3.2 Indirect expenses for materials and equipment should be approved in advance to guarantee reimbursement.

- 3.2.1 The requestor shall submit a Purchase Requisition Form to the FSO, who logs and assigns tracking number, then submits to CFO or President prior to incurring the expense. Note that if the expense is training related, the Purchase Requisition Form shall be submitted to the employee's supervisor for approval and then to the Corporate Executive Assistant for registration.
- 3.2.2 The requestor may then purchase the item and submit an Employee Reimbursement Request in accordance with 3.2.2.1 below, or he/she may present the signed Purchase Requisition Form to the FSO for purchase.
- 3.2.2.1 An Employee Reimbursement Request should be submitted to Accounts Payable with a copy of the approved Purchase Requisition Form and the original receipts for the item.
- 3.2.2.2 Accounts Payable shall verify the charges against the receipts, prepare/process a payment voucher, and distribute a check to the employee within 10 working days.
- 3.2.3 The FSO will obtain items submitted under a Purchase Requisition Form using the Company Purchase Card and submit the receipt along with a payment voucher to Accounts Payable for processing.
- 3.3 Reimbursement for authorized use of personal vehicles for Company business is based upon the miles traveled at the authorized rate per mile. This mileage rate is for the purpose of covering all costs associated with the vehicle such as ownership, operations, maintenance, insurance, and licenses.
- 3.3.1 In order to be reimbursed for local travel, employees must submit a Travel Expense Report.
- 3.3.2 Employees should include the point of departure and arrival destination as well as the miles traveled and the authorized rate per mile at the time of submittal.
- 3.3.3 Employees should include the purpose of the trip.
- 3.3.4 The Travel Expense Report shall be submitted to the Program or Indirect Manager for approval.
- 3.3.5 The Program or Indirect Manager shall approve all properly submitted requests and submit them to Accounts Payable
- 3.3.6 Accounts Payable shall verify the charges, prepare/process a payment voucher, and distribute a check to the employee within 10 working days.

4 FORMS

All forms are located on the company website Employee Portal page.

- Purchase Requisition Form
- Employee Reimbursement Request – Direct
- Employee Reimbursement Request – Educational

- Employee Reimbursement Request – Health & Fitness
- Employee Reimbursement Request – Indirect
- Travel Expense Report – Direct
- Travel Expense Report – Indirect

HR - 7 Equal Employment Opportunities

Procedure Approval

Process Owner	Title	Date
J. Siros	HR - 7 Equal Employment Opportunities	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	
V3	6/1/06	J. Siros	Update protected classes.

1 PURPOSE

The purpose of this Policy and Procedure is to establish guidelines and provide emphasis for equal opportunity employment.

2 GENERAL

Company personnel shall not discriminate against any employee or applicant for employment because of race, religious belief, color, sex, pregnancy, age, national origin, ancestry, sexual orientation, gender identification, physical or mental disability, that does not impact an ability to perform the job, medical condition, marital status, status as a veteran or qualified disabled veteran or any other protected classification, in accordance with applicable law.

3 PROCEDURE

- 3.1 All hiring, transfer, and termination actions shall be tracked and recorded in the company's Affirmative Action Plan (AAP) by the Corporate Executive Assistant.
- 3.2 Company supervisory personnel shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to the protected classifications in accordance with applicable law. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

4 RECRUITING

Recruiting shall be conducted in accordance with HR-2. In addition, all solicitations or advertisements for employees shall state that all qualified applicants shall receive consideration for employment without regard to the protected classifications in accordance with applicable law.

5 REPORTS

The Human Resources Manager is responsible for preparing annual reports required as a result of this policy (including the Vets report and EEO-1 Report).

HR-15 Employee Reviews and Salary Adjustments

Procedure Approval

Process Owner	Title	Date
JoAnn Siros	HR-15 Employee Reviews and Salary Adjustments	11/24/08

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/24/08	J. Siros	ISO format; updated content and forms
V3	10/02/09	J. Siros	Add training plan
V4	03/05/10	J. Siros	Add salary increase threshold where justification is required.
V5	05/19/10	J. Siros	Eliminates specific requirement for 60-Day and Six-Month Progress Reviews; strongly encourages informal progress reviews on a regular basis.
V6	09/30/2014	J.Siros	Add additional requirements for employees to submit along with their self evaluation during the annual review process

1 PURPOSE

The purpose of this Policy and Procedure is to establish the Company guidelines that shall be followed for employee reviews and salary adjustments.

2 SCOPE

The Employee Reviews and Salary Adjustment procedure begins post hire and continues throughout employment. Supervisors are responsible for **ongoing performance management and feedback** during an employee’s tenure with Synectic Solutions. This procedure provides mechanisms to ensure periodic feedback to employees at defined intervals.

3 DESCRIPTION

Each supervisor shall be responsible for evaluating overall employee performance continuously. Informal progress reviews are strongly encouraged on or around 60 days and six months post hire. Formal reviews are then required annually and informal progress reviews are strongly encouraged at the six-month interval at a minimum. Based upon ongoing evaluations, supervisors shall recommend annual salary adjustments.

3.1 Process Chart for Employee Reviews

Step	Action	Guidance
1	HR sends self evaluation to Employee with copy to Manager and requests updated resume and training record/certifications/degree status and updated driver’s license and proof of insurance if applicable. Training record to include DAU summary if applicable.	
2	Manager schedules review.	
3	Employee completes self evaluation and submits to Manager along with any applicable requested documents with HR on copy.	
4	Manager completes evaluation and submits to Dept. Head and HR for review (with PAF for salary increase if applicable).	Preparing for Performance Reviews
5	Dept. Head and HR review, coordinate necessary changes with Manager, and sign.	
6	Manager conducts review.	Guidelines for Discussing Results
7	Employee signs and provides written comment if	

	he/she wishes.	
8	Manager makes and gives Employee copy and sends original to HR for file.	
9	HR sends reminder e-mail for interim review to employee and manager in six months. Manager provides regular feedback and conducts interim progress review in six months (or more frequently if applicable).	Continuous Informal Feedback and Support Six-Month Progress Review (Suggested Checklist)
10	Manager submits pertinent documentation to HR for file (e.g., suggested training plan updates, customer feedback and recognition, counseling reports, etc.).	

3.2 Description of Work Activities

- 3.2.1 Supervisors will continually monitor and manage performance, assess training needs, and provide feedback to employees on a regular basis, avoiding surprises on formal reviews and ensuring progress is properly documented in personnel files.
- 3.2.2 Supervisors will conduct formal, annual evaluations in a timely manner in accordance with the guidance referenced in the process chart according to the schedule maintained by the Corporate Executive Assistant, who will send reminders, forms, and guidance when annual evaluations are due.
- 3.2.3 Supervisors will conduct regular, informal, interim progress reviews to revisit and refine the position description, expectations, and training plan with the employee and discuss any issues or concerns of the customer, employee, and/or supervisor. Supervisors will develop and submit pertinent documentation to HR for the personnel file. Documentation includes: suggested training plan updates, customer feedback and/or recognition, counseling records, etc. All formal disciplinary records shall be developed in consultation with HR and in accordance with HR-31, Progressive Discipline.
- 3.2.4 Informal reviews are strongly encouraged at 60-days post hire and at six-month intervals between annual evaluations. The Corporate Executive Assistant will send reminders for these interim reviews along with a suggested checklist.
- 3.2.5 The supervisor will submit a completed, signed PAF for salary increases to HR, PAF will be reviewed and approved by VP Operations and HR. Additionally, increases over 7% require detailed justification and description of the new position or increased responsibilities and why the employee is the best candidate for the job, as well as approval by President.

4 FORMS

All forms are located on the company website Employee Portal page.

- 60-Day Progress Review (Suggested Checklist)
- Six-Month Progress Review (Suggested Checklist)
- Self Evaluation Form
- Annual Evaluation Form – Employee
- Annual Evaluation Form – Management Level

5 RECORDS

The Human Resources Department maintains records of these completed forms in personnel files, with the exception of the Self Evaluation which is used to provide input to the supervisor for the annual review.

HR - 17 Educational Reimbursement

Procedure Approval

Process Owner	Title	Date
J. Siros	HR - 17 Educational Reimbursement	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	
V3	02/24/09	J. Siros	Decrease required service to six months. Increase annual limit to \$3,000.00.

1 PURPOSE

This Policy and Procedure applies to employee attendance for college courses and equivalent technical training.

2 GENERAL

Educational assistance programs are vital to employees and to the Company. They help ensure that a maximum contribution is made by each employee to the success of the Company by assisting each employee in developing his/her potential and preparing for greater work responsibility.

3 ELIGIBILITY

To be eligible, employees must have completed at least six months of service with Synectic Solutions, unless otherwise approved by management, must be a full-time employee, and must remain in a full-time status throughout the period of the course. Courses must be started and completed during employment.

4 REQUIREMENTS FOR REIMBURSEMENT

The course must be directly related to the employee's present work or educational degrees. The course must also be offered by an accredited school, college or university, or by a vocational or special school of a generally accepted high level which is approved by the Company.

Employees must submit the reimbursement request within 90 days of course completion.

5 FINANCIAL ASSISTANCE

- 5.1 Employees shall receive reimbursement for tuition, registration, laboratory fees, and books associated with the approved course.
- 5.2 Reimbursement is limited to a maximum of \$3,000 per fiscal year. Course completion date determines the fiscal year where course charge is applied.

6 PROCEDURE FOR PROCESSING REIMBURSEMENT REQUESTS

Prior to enrolling in the class, the employee must submit an Educational Reimbursement Authorization Form to his/her immediate supervisor for approval. Employees must attach an official description of the course from a course catalog or similar document.

- 6.1 The supervisor evaluates the employee's eligibility and the applicability of the requested course (degree or job-related), makes a recommendation for approval or denial of the request, and forwards it to the Human Resources Department for final approval.

- 6.2 Human Resources determines eligibility and approves or denies the request.
- 6.3 If the request is approved, the Human Resources Department returns one copy to the employee and retains the original in the employee file.
- 6.4 The employee must agree to pay Synectic Solutions back if their employment with Synectic Solutions terminates for any reason within one (1) year after completing the course.
- 6.5 After completing the class, the employee should fill out a Request for Reimbursement and attach a copy of the approved Authorization and the FINAL grade report along with receipts for each expense claimed. The Request for Reimbursement should be submitted to the employee's supervisor.
 - 6.5.1 A grade of B or above is required for reimbursement.
- 6.6 The Supervisor shall approve all properly submitted Requests for Reimbursement for qualified employees and submit the approved request to Accounts Payable. A copy of the final grade report should be submitted to Human Resources for the employee's file.
- 6.7 Accounts Payable shall verify that the Reimbursement Request matches the approved Authorization then prepare/process a check for the applicable amount and distribute the check to the employee within 10 working days.

7 FORMS

All forms are located on the company website Employee Portal page.

- Educational Reimbursement Authorization
- Employee Reimbursement Request - Educational

HR - 18 Paid Time Off (PTO)

Procedure Approval

Process Owner	Title	Date
J. Siros	HR - 18 Paid Time Off (PTO)	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	
V3	10/21/09	J. Siros	Update IAW change from vacation/sick accrual to PTO accrual.

1 PURPOSE

The purpose of this Policy and Procedure is to provide guidance on Paid Time Off (PTO).

2 GENERAL

2.1 Synectic Solutions believes that employees should have opportunities to enjoy time away from work to help balance their lives. The company recognizes that employees have diverse needs for time off from work and has established this PTO policy to meet those needs.

3 PROCEDURES

3.1 Eligibility

3.1.1 Only full-time employees accrue PTO leave. Part-time employees may accrue PTO leave on a pro-rata basis if such leave is mandated by contractual requirements such as the Service Contract Act. On-call and temporary employees are not eligible to accrue PTO.

3.1.2 In general, full time employees receive 120 hours of PTO each year for the first 5 years, 160 hours of PTO for years 6-15, and 200 hours of PTO after they have been with the company for 15 years. Depending on length of service and contract-related requirements, PTO leave will accrue at the rates shown in the table in 3.3.1.

3.2 Availability

3.2.1 PTO accruals are available for use in the pay period following the pay period in which they are accrued.

3.3 Accrual and Payment of PTO

3.3.1 Eligible employees will accrue PTO leave each pay period, as indicated in the table below.

Hours Per Year*	Accrual Rate Per Paid Hour (excl. OT hours)	Maximum Accrual Limit** (Hours)
120	0.05769	180
160	0.07692	240
200	0.09615	300

*Annual PTO accruals are based on an employee having 2080 paid hours per year (40 hours per week).

**No PTO hours will accrue beyond the maximum accruals listed.

- 3.3.2 Accruals are based upon paid hours up to 2080 hours per year, excluding overtime. PTO is paid at the employee's straight time rate and is not part of any overtime calculation.
- 3.3.3 PTO leave will not accrue while an employee is on an unpaid leave of absence or in "on-call" status. PTO does not accrue on PTO cash outs.
- 3.3.4 Employees become eligible for the new higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.
- 3.3.5 Employees may accrue PTO up to the accrual limit applicable to the employee's PTO accrual rate. The maximum PTO leave accrual limit is shown in the table above.
- 3.3.6 Once an employee's accrual limit is reached, no further accruals will occur until the accrued balance is reduced, normally by the employee taking PTO. Accrual will then start from that point forward; there is no retroactive accrual of PTO leave. Employees and their supervisors are encouraged to be aware of PTO accrual balances and to initiate actions to avoid reaching accrual limits.
- 3.4 Purpose and Usage of PTO
 - 3.4.1 PTO promotes a flexible approach to time off. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, kin care, emergencies or other needs that require time off from work.
 - 3.4.2 Employees who need to take time off for personal reasons are required to use any available PTO time prior to taking leave without pay. Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.
- 3.5 Scheduling and Approval of PTO
 - 3.5.1 Whenever possible, PTO must be scheduled in advance for time off for vacation, personal leave appointments or other reasons.
 - 3.5.2 PTO is subject to supervisory approval and department staffing needs. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department.
 - 3.5.3 Should any conflicts arise in requests for PTO leave, preference will be given to the employee who requested the leave first, or if requests are made at the same time, to the employee with the most seniority with Synectic Solutions. While it is not anticipated, Synectic reserves the right to require PTO leave to be taken at such time and for such duration as may be determined by the company.
- 3.6 Payment in Lieu of PTO
 - 3.6.1 Annually, in August, employees will have the option of receiving payment in lieu of PTO for partial balances in excess of 40 hours; amounts over the 40-hour balance are eligible for pay out. Employees will be asked to indicate the amount they would like payment for, if any, at the end of the first payroll period in August and will receive payment in the last payroll of the month.

- 3.6.2 Any other requests for payment in lieu of PTO must be made in writing to the Human Resources Department requesting payment and clearly stating the necessity.
- 3.6.3 Any approved PTO leave hours will be deducted from the employee's PTO accrual and a copy of the written request placed in the employee's file.
- 3.6.4 Payment will be made at the employee's current base hourly rate.
- 3.7 Payment of Accrued PTO upon Termination
 - 3.7.1 Should the employee's employment with Synectic Solutions be terminated for any reason, all accrued, but unused PTO leave will be paid as part of their final paycheck in accordance with state law requirements.

HR-19 Personnel Development and Training

Procedure Approval

Process Owner	Title	Date
JoAnn Siros	HR-19 Personnel Development and Training	10/06/08

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/06/08	J. Siros	
V2	09/11/09	J. Siros	Updated process following internal ISO audit in June 2009.

1 PURPOSE

The purpose of this policy and procedure is to provide guidance for developing and training Synectic Solutions personnel.

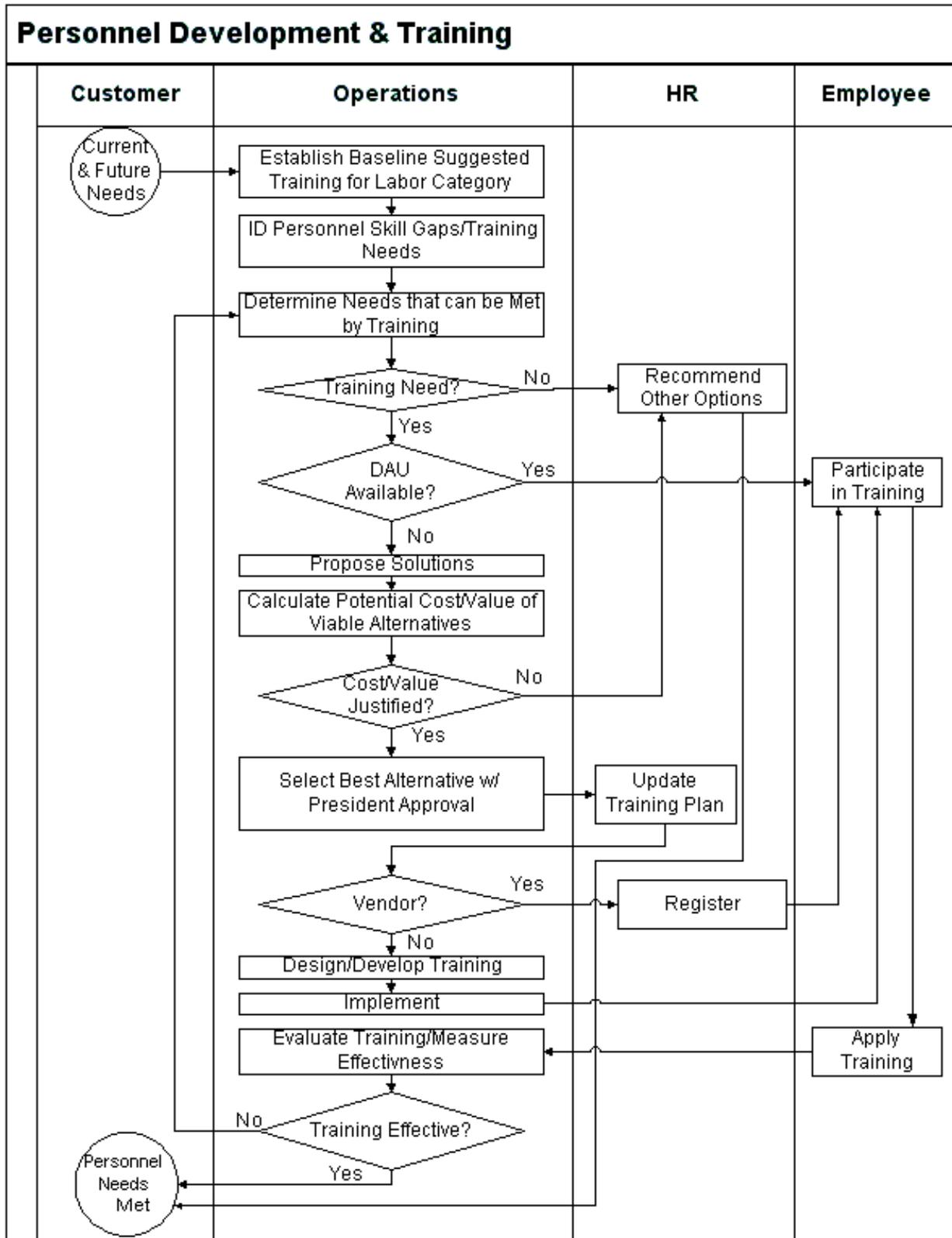
2 SCOPE

The Personnel Development and Training procedure begins upon hire and continues throughout the employment period of each employee.

3 DESCRIPTION

Supervisors shall evaluate the training and development needs of their employees in accordance with customer requirements for positions and shall develop training plans with assistance from the Human Resources (HR) department.

3.1 Flow Chart



3.2 Description of Work Activities

- 3.2.1 Supervisors shall meet with customers to gather information to establish baseline suggested training requirements for labor categories that meet customers' current and future needs.
- 3.2.2 HR shall maintain any suggested training requirements on the controlled labor category description.
- 3.2.3 Supervisors shall identify personnel skill gaps and training needs for each employee based on the baseline suggested training and the requirements of the specific position.
- 3.2.4 Supervisors will identify needs that can be met by training. HR will recommend other options for those needs that cannot be met by training (motivation, capacity, morale issues etc.)
- 3.2.5 Supervisors will consider varied activities for development opportunities including:
- Projects
 - Shadowing
 - Coaching
 - Rotational Assignments
 - Classes
 - Self-Study
- 3.2.6 If classes are not available through the Defense Acquisition University (DAU), the supervisor will propose solutions and perform a cost/value analysis of viable alternatives with HR assistance if desired. If costs do not justify the value, HR will recommend other options.
- 3.2.7 The supervisor selects the best alternative with approval of the President and HR updates the training plan. If the selected alternative is to be developed and delivered in house, the supervisor can request HR assistance in designing, developing, and implementing the training.
- 3.2.8 After employees participate in training and apply it to their job, the employee, supervisor, and customer (when appropriate) shall evaluate and measure the training effectiveness.
- 3.2.9 Employees submit certificates of completion of training to HR for the employee's personnel file and training record.
- 3.2.10 Supervisors will update and review training needs as necessary; at a minimum, supervisors will update and review the training needs with the employee during interim progress reviews and annual evaluations.

4 RECORDS

The Human Resources Department will retain training records for employees in their personnel files.

HR - 20 Holidays

Procedure Approval

Process Owner	Title	Date
J. Siros	HR – 20 Holidays	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	
V3	10/21/09	J. Siros	Updated references to vacation to Paid Time Off (PTO).

1 PURPOSE

The purpose of this Policy and Procedure is to set forth Company observed holidays and criteria for holiday pay.

2 HOLIDAYS

Full-time employees are eligible for ten paid holidays per year. Part-time employees are not eligible for paid holidays.

In order to receive holiday pay, full-time employees must be in full-time pay status the day before and the day after the holiday.

2.1 Recognized Holidays

The following holidays are recognized by Synectic Solutions as paid holidays:

Martin Luther King's Birthday	New Year's Day
Christmas Day	Presidents Day
Independence Day	Thanksgiving Day
Labor Day	Veterans Day (Float) ¹
Memorial Day	Columbus Day (Float) ¹

2.2 Holiday Policies

We schedule all national holidays on the day designated by common business practice. Employees may, however, take time off to observe religious holidays that are not included on the list. If available, a floating holiday or a full day of unused Paid Time Off (PTO) may be used for this purpose, otherwise the time off is without pay. Employees must notify their supervisor at least ten business days in advance of taking an alternate holiday.

¹ A Float holiday can be taken in conjunction with another holiday that occurs during the same quarter so long as it does not interfere with work.

HR - 21 Jury Duty

Procedure Approval

Process Owner	Title	Date
J. Siros	HR - 21 Jury Duty	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	

1 PURPOSE

The purpose of this Policy and Procedure is to establish guidelines for granting time off with pay for jury duty.

2 GENERAL

An employee serving on jury duty, which includes selection procedures, shall be paid his/her regular straight time pay for each scheduled working day during such period of jury duty up to 40 hours per year.

3 PROCEDURE

- 3.1 While jury duty is recognized as a civic responsibility, employees should make an attempt to be released from jury duty, or rescheduled for jury duty, when an employee's absence would be detrimental to the Company's operations.
- 3.2 When released from jury duty on any scheduled workday, the employee shall report to work if four (4) hours or more of his workday remain, unless the employee has served on jury duty for four (4) hours or more on that workday.
- 3.3 The employee shall notify their supervisor as soon as notice of impending jury duty is received.
- 3.4 The employee shall enter the Jury Duty Charge Number and Pay Code "J" on his/her timesheet, and shall attach proof of jury service to their timesheet. **Failure to attach proof of jury service will result in the time being charged to available PTO time or leave without pay if PTO is not available.**
- 3.5 The supervisor shall prepare and submit a Personnel Action Form to the Corporate Executive Assistant indicating the duration of jury duty.
- 3.6 The supervisor shall instruct the employee to endorse any per diem check or fee received from the court for jury duty to the Company.

4 FORMS

All forms are located on the company website Employee Portal page.

- Personnel Action Form (PAF)

HR - 22 Bereavement

Procedure Approval

Process Owner	Title	Date
J. Siros	HR - 22 Bereavement	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	
V3	06/17/09	J. Siros	Update allowed bereavement from one day to up to three days.
V4	10/01/2014	J. Siros	Update to include leave for grandparents.

1 PURPOSE

The purpose of this Policy and Procedure is to establish guidelines for granting time off with pay for bereavement.

2 GENERAL

- 2.1 Up to three days of bereavement leave shall be granted to all employees when a member of their immediate family dies. Should additional time be required, the employee may take vacation or leave without pay.
- 2.2 Immediate family is defined as a grandparent, parent, spouse, sibling, or child.
 - 2.2.1 For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward.
 - 2.2.2 A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
 - 2.2.3 A spouse is defined as the employee's marital partner or registered domestic partner.
 - 2.2.4 A sibling is defined as a brother, sister, step brother, or step sister.
 - 2.2.5 A grandparent is defined as an employee's grandmother or grandfather.

3 PROCEDURES

- 3.1 The employee shall notify their supervisor as soon as practical and submit a written request indicating the relationship of the deceased either prior to taking the leave (if practical) or immediately following their return.
- 3.2 Timesheets should reflect the Bereavement Charge Number with the Pay Code "B."
- 3.3 The supervisor shall attach a copy of the written request to the timesheet.
- 3.4 The supervisor shall prepare a Personnel Action Form and submit the form to the Corporate Executive Assistant.

4 FORMS

All forms are located on the company website Employee Portal page.

- Personnel Action Form (PAF)

HR - 23 Leave for Military Service

Procedure Approval

Process Owner	Title	Date
J. Siros	HR - 23 Leave for Military Service	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	

1 PURPOSE

The purpose of this Policy and Procedure is to establish standards and procedures for employees entering temporary or extended military service in any branch of the United States Armed Forces.

2 GENERAL

The Company supports the active and reserve military programs. Military service by employees requires that consideration be given to personal and financial sacrifices that are caused by fulfilling military obligations.

3 DEFINITIONS

- 3.1 Temporary Military Service – Active military service for a period of six (6) months or less, performed by members of Reserve or National Guard Units.
- 3.2 Extended Military Service – Generally, active military service for a period longer than six (6) months performed by volunteers, activated Reserve and/or National Guard units or by an individual reservist possessing a critical military skill.

4 SPECIFIC RESPONSIBILITIES

- 4.1 The Human Resources Department is responsible for the administration of this policy and shall rule on all questions.
- 4.2 The employee's supervisor is responsible for originating a Personnel Action Form for employees entering military service.
- 4.3 The employee is responsible for furnishing official documentation as necessary, (i.e., Notice of Induction, Military Travel Orders, etc., to support the request for leave).

5 PROCEDURE

- 5.1 All military leaves of absence in excess of two weeks must be documented by a Personnel Action Form prepared by the supervisor and submitted to the Corporate Executive Assistant.
- 5.2 An inductee or reservist notified to report for a physical examination shall notify the immediate supervisor of the reporting date and place, and shall be given time off (maximum of one day) for the physical. Time taken shall be charged to "Military Leave" on the weekly timesheet.
- 5.3 The Company reserves the right to contact any military official to ascertain an employee's military status.
- 5.4 Reemployment rights shall be in accordance with pertinent government regulations.

- 5.5 Timesheets should reflect military leave under the military leave charge number, with the Pay Type Code “LWO” for Leave without Pay.
- 5.6 Leave without pay shall be granted in accordance with the military orders supplied. The Personnel Action Form shall be made out for a duration that shall agree exactly with the period of enlistment in the military orders. At the expiration of the leave, the employee shall either:
 - 5.6.1 Return to work, or
 - 5.6.2 Request an extension of the leave due to continuing military obligation, or
 - 5.6.3 Terminate employment.
 - 5.6.4 If the employee intends to return to work, the employee must report within 30 days after discharge and submit proof of satisfactory service and separation.

6 TEMPORARY MILITARY SERVICE

- 6.1 Fringe benefits remain in effect during a period of temporary military service of two weeks or less. However, an employee must have a minimum of six (6) months service with the company to be eligible for compensation as specified in Paragraph 6.2.
- 6.2 There shall be no limit to the number of authorized military leaves which may be taken in the same year by an employee who is an active member of a military organization. However, military leave will be considered as “leave without pay.”
- 6.3 The employee shall furnish the immediate supervisor with a copy of active duty orders as soon as they are received.
- 6.4 Holiday pay, in connection with military service, shall be allowed for Company-observed holidays as follows:
 - 6.4.1 The employee shall observe and be compensated for a holiday occurring on the day prior to commencement of temporary military service, provided the day before the holiday is worked.
 - 6.4.2 The employee shall observe and be compensated for a holiday occurring on the day following completion of temporary military service, provided the day following the holiday is worked.
- 6.5 Return without Break in Service – A military leave of absence for temporary military service does not cause a break in service, providing the employee returns to work in accordance with the terms of the leave and pertinent government regulations.
- 6.6 Reemployment Processing – Synectic Solutions will make every effort to reinstate employees returning from temporary military service if a position for which the employee is qualified is available. The immediate supervisor shall return the employee to the active payroll upon release from military assignment by initiating and securing all normally required approvals on a Personnel Action Form.

7 EXTENDED MILITARY SERVICE

- 7.1 Military leave or leaves without pay shall be terminated upon **notification that the employee has accepted an extended active duty military appointment** or upon entry into a service academy (West Point, Annapolis, Coast Guard, Air Force). Such action is interpreted as an intention to follow a military career indefinitely, as contrasted with the temporary entry into military service for a period which shall be terminated at a foreseeable future time.

8 FORMS

All forms are located on the company website Employee Portal page.

- Personnel Action Form (PAF)

HR - 24 Leave Without Pay

Procedure Approval

Process Owner	Title	Date
J. Siros	HR - 24 Leave Without Pay	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	

1 PURPOSE

The purpose of this Policy and Procedure is to provide guidance for the administration of employees in a non-pay status.

2 GENERAL

For various reasons, it may be beneficial to an employee and to the Company for the employee to be absent from work for a period of time not covered by vacation or other authorized leave. The absence can be for specified or unspecified reasons. “Leave without pay” is a method for the employee to remain on the Company roll in an inactive status.

3 SHORT-TERM LEAVE WITHOUT PAY

- 3.1 Employees may obtain leave without pay for five days or less by submitting a request to his or her supervisor.
- 3.2 Holidays occurring during short-term leave without pay will not be paid.
- 3.3 No vacation or leave shall be accrued during the leave period.
- 3.4 Insurance benefits shall continue during short-term leave without pay.

4 EXTENDED LEAVE WITHOUT PAY

- 4.1 Extended leave without pay may be granted for periods in excess of 5 days when such leave does not affect the operation of the company or department.
- 4.2 Insurance benefits shall continue through the remainder of the month during any extended leave without pay. At the end of the month, all Company benefits will have been stopped. However, health insurance is available through COBRA. (Note please refer to HR-23 and HR-25 for the policy on Family Medical Leave and Military Leave without pay.)
- 4.3 Employees shall be terminated if not available for work within three days after the expiration of extended leave without pay. If no work is available after the extended leave period, the employee may be placed in a Part-Time On-Call status or terminated, depending on the forecast for future employment.
- 4.4 A break in service will occur if the employee is not in a full or part-time fixed status after 180 days.

5 PROCEDURES

- 5.1 Prior to taking leave without pay, employees are required to charge accrued Paid Time Off (PTO).

- 5.2 Leave without pay for periods in excess of five days must be requested in writing for approval. The request shall be approved by the Human Resources Department. **To be eligible, the employee must have one year of continuous service completed. Leave Without Pay is limited to 30 days within any 12 month period.**
- 5.3 During periods of short-term leave without pay (i.e., less than 5 days in duration), employees should enter the leave without pay charge number on the timesheet as well as Pay Code “LWOP.”
- 5.4 If an employee requests and receives approval for extended leave without pay, the supervisor shall prepare and submit a Personnel Action Form to the Corporate Executive Assistant.

6 FORMS

All forms are located on the company website Employee Portal page.

- Personnel Action Form (PAF)

HR - 25 Family Medical Leave Act

Procedure Approval

Process Owner	Title	Date
J. Siros	HR - 25 Family Medical Leave Act	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	

1 PURPOSE

The purpose of this Policy and Procedure is to provide guidance for the administration of leave in accordance with the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).

2 GENERAL

Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described under the following FMLA Guidelines, which shall be administered in accordance with applicable State and Federal laws. **Absences taken in accordance with FMLA shall be taken as Leave without Pay.**

3 FMLA GUIDELINES

- 3.1 Employees are eligible if they have been actively employed for 12 continuous months, and worked at least 1,250 hours (an average of 25 hours per week) during the 12 months preceding the request for leave. Salary continuation during any leave period will depend upon the employee's qualifying for disability pay under our Disability Leave Policy.
- 3.2 Under the circumstances set forth below, each eligible employee can have up to a total of 12 weeks leave during any one year period. The 12-month period during which your 12 weeks of leave is based on the calendar year.
 - 3.2.1 Reasons for which leave may be granted are: the employee's own serious health condition that makes the employee unable to perform the functions of his or her position; the birth, adoption or serious illness of a child, or the placement of a child for foster care; or to care for a parent, spouse or registered domestic partner who has a serious health condition.
 - 3.2.1.1 For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward. If the child is over 18 he/she must be unable to care for himself/herself due to a serious illness.
 - 3.2.1.2 A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
 - 3.2.1.3 A serious illness is defined as a disabling physical or mental illness, injury, impairment, or condition involving (1) inpatient care in a hospital, nursing home, or hospice; or (2) outpatient care requiring continuing treatment or supervision from a health care professional.

- 3.2.2 A medical leave shall be granted upon the employee's own serious illness.
- 3.2.3 Whenever possible, and subject to the employee's health care provider's approval, absences for planned medical treatment should be scheduled so as not to unduly disrupt company operations.
- 3.2.4 In appropriate circumstances, we may require the employee to be examined by a company-designated physician, at company expense.
- 3.3 Leave of absence rights available to employees under other sections of our policy shall be counted towards the total time off available under this section.
- 3.4 Upon completion of a leave granted under this section, the employee shall be reinstated to his/her original position, or an equivalent one.
- 3.5 If, due to the employee's medical circumstances, he/she is no longer able to perform his or her original job, we will attempt to transfer him/her to alternate suitable work, if available.
- 3.6 While on a leave of absence provided for under this policy, we will continue the employee's group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave time during any one year period. If the employee's leave extends beyond 12 weeks, he/she shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.
- 3.7 Other accumulated fringe benefits such as seniority, retirement, service credits, sick pay, vacation pay, etc., shall be preserved at the level earned as of commencement of the leave, but shall not accrue further during any such leave period.
- 3.8 The pay allowances while on disability leave are based on an employee's length of service, as well as the state in which he/she is employed. Disability laws may vary from state to state, and at all times our disability leave policy will be in compliance with the laws of the applicable state.
- 3.9 During a period of disability, the employee may be eligible for disability pay benefits. Refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars.
- 3.10 Should an employee require an extended leave beyond the period of time described in this policy, we will seek to return him/her to a suitable position, but cannot guarantee that one will be available. Nevertheless, the employee may be eligible for continuing disability pay benefits during this period in accordance with applicable insurance coverage.
- 3.11 Should an employee seek a Leave of Absence for reasons other than described above, we will evaluate such a request based on particular circumstances present at that time, including but not limited to his/her current and anticipated work responsibilities, performance, company needs, etc. Synectic Solutions reserves the right to refuse such a request at its sole discretion.

4 PROCEDURES

- 4.1 In the event of a serious illness to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee should provide us with notice, as soon as practicable, of any needed time off, and a written doctor's certificate indicating the expected duration and nature of the illness, particularly as it relates to the employee's ability to come to work or the need for that employee's presence at home to care for a seriously ill family member.
- 4.2 Employees shall be required to give 60 days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during the employee's absence, he/she should give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of his/her expected return date. To facilitate an employee's return to work, we also ask that he/she provide us with two weeks advance notification of his/her intended return date. Failure to do so may delay the employee's return date.
- 4.3 If an employee requests leave under the Family Medical Leave Act, the supervisor shall prepare and submit a Personnel Action Form to the Corporate Executive Assistant.

5 FORMS

All forms are located on the company website Employee Portal page.

- Personnel Action Form (PAF)

HR-26 Drug Free Workplace

Procedure Approval

Process Owner	Title	Date
JoAnn Siros	HR-26 Drug Free Workplace	11/25/08

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/25/08	J. Siros	ISO format

1 PURPOSE

The purpose of this Policy and Procedure is to provide guidelines to maintain a safe, healthful, drug-free, and productive working environment for all Synectic Solutions' employees and to protect the Company's business activities.

2 SCOPE

This procedure covers all employees from hire throughout employment.

3 DESCRIPTION

Synectic Solutions has always maintained a strong commitment to provide a safe, efficient, and productive work environment. The Company wishes to ensure that employees will perform their duties safely and efficiently in a manner that protects their interests and those of their co-workers. In keeping with this commitment, the Company has a strict policy regarding the inappropriate use and possession of drugs and alcohol. This policy recognizes that employee involvement with alcohol or drugs can be extremely disruptive and harmful to the workplace. It can adversely affect the quality of work and performance of employees, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency and productivity. Accordingly, the Company requires all employees to report for work fit to perform their jobs and prohibits the use or possession of alcohol or illegal drugs. All employees must adhere to the rules stated in this policy.

3.1 Description of Work Activities

3.1.1 On their first day of employment, employees must sign a Drug Free Workplace Certificate stating that they have reviewed, understand, and will comply with this policy.

3.1.2 No employee may use, possess, transfer, distribute, manufacture or sell alcohol or any illegal drug while on the Company's property, while on duty, while on on-call status, or while operating a vehicle or potentially dangerous equipment that is owned or leased by the Company.

3.1.3 In addition, no employee may report for work, or go or remain on duty or on on-call status, while under the influence of or impaired by any illegal drug or alcohol. For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law and an employee improperly uses or possesses the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is criminally prosecuted and/or convicted for such conduct.

- 3.1.4 Whenever the Company has a reasonable suspicion that an employee is under the influence of drugs or alcohol during work time, he or she will be asked to submit to a medical examination at a laboratory designated and paid for by the Company, to test for the presence of drugs and/or alcohol and to agree in writing to allow the results of those tests to be furnished to and used by the Company. Examples of on-the-job conduct that creates a reasonable suspicion include, but are not limited to slurred speech, erratic behavior, loss of balance and coordination. Employees will also be required to submit to a drug and alcohol test if the employee is involved in an accident that causes damage to property or injury to persons and the employee is reasonably suspected of being a cause of the accident. An employee who refuses to be tested, or who agrees and then tests positive, shall be subject to discipline up to and including discharge.
- 3.1.5 Certain employees in safety sensitive positions or performing sensitive contracts (those needing SECRET or higher status) will be required to submit to random drug testing. If you hold such a job, you will be notified in writing if you are subject to random drug testing.
- 3.1.6 It is essential that all employees comply fully with this policy. Employees who violate this policy are subject to disciplinary action up to and including immediate discharge.
- 3.1.7 An employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program will be granted unpaid leave, provided that it does not impose an undue hardship on the Company. The Company shall make all reasonable efforts to safeguard the privacy of the employee and his or her participation in an alcohol or drug rehabilitation program. The employee may use accrued PTO during the leave of absence. Whether the employee can be granted a leave of absence and, if so, for how long, will depend upon the particular job that the employee holds and the legitimate business needs of the Company. However, the Company will make all reasonable efforts to accommodate the employee.

4 FORMS

All forms are located on the company website Employee Portal page.

- Drug Free Workplace Acknowledgement

5 RECORDS

The Human Resources Department maintains a record of signed Drug Free Workplace Certificates in employees' personnel files.

HR - 27 Sexual Harassment

Procedure Approval

Process Owner	Title	Date
J. Siros	HR – 27 Sexual Harassment	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	

1 PURPOSE

The purpose of this Policy and Procedure is to define the Company's policy on all forms of harassment.

2 GENERAL

Synectic Solutions is committed to providing a work environment free of harassment. The Company policy prohibits sexual harassment, and harassment based on pregnancy, childbirth, or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. The Company's anti-harassment policy applies to all persons involved in the operation of the Company and prohibits harassment by any employee or independent contractor of the Company, as well as outside persons having contact with the Company's employees (this includes our customers and potential customers, vendors, delivery persons, etc.).

3 CONDITIONS

This policy is intended to serve as a workplace rule that sets the standard of expected behavior for all employees and various third parties while in the workplace. The Company will not tolerate harassment or discrimination of any kind, either against co-workers, independent contractors, customers, or any other outside person(s) having contact with the Company.

4 CONDITIONS

Harassment includes verbal, physical, and visual conduct where:

- Submission to the conduct is made either an explicit or implicit condition of employment or business, service, or professional relationship;
- Submission to or rejection of the conduct is used as a basis for an employment decision or decision affecting the terms of a business, service or professional relationship;
- The harassment interferes with work performance or creates an intimidating, hostile or offensive work environment. It can take many forms and includes, but is not limited to, the following: slurs, jokes, statements, e-mail messages, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings or cartoons based upon sex, race, color, national origin, religion, age, physical disability, mental disability, medical condition, ancestry, marital status, sexual orientation, family care or medical leave status, veteran status, or any other basis protected by law; or
- Retaliation is taken against an individual for reporting or threatening to report harassment.

Sexual harassment, in particular, refers to all of the prohibited conduct described above, as well as unwelcome conduct such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct includes any prohibited conduct performed by a person of either the same or opposite sex as the person who is the subject of the harassment.

5 REPORTING HARASSING CONDUCT TO THE COMPANY

If you believe you have been harassed or have witnessed an incident of harassment, submit an oral or written complaint to the Human Resources Department as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. The Company will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

It is the obligation of all employees to cooperate fully in the investigation process. In addition, disciplinary action will be taken against any employee who attempts to discourage or prevent any harassment victim from using the Company's complaint procedure to report harassing conduct.

If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Company to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. A Company representative will advise all parties concerned of the results of the investigation.

The Company will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers.

The Company encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest agency office is listed in the telephone book.

HR-28 Workplace Violence Prevention

Procedure Approval

Process Owner	Title	Date
JoAnn Siros	HR-28 Workplace Violence Prevention	11/26/08

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/26/08	J. Siros	ISO format

1 PURPOSE

The purpose of this Policy and Procedure is to provide guidance regarding Synectic Solutions Workplace Violence Prevention program.

2 SCOPE

This procedure covers all employees from hire throughout employment.

3 DESCRIPTION

Synectic Solutions does not tolerate threats, intimidation, or acts of violence. The company is dedicated to providing a safe workplace for employees and visitors, and maintains compliance with applicable government laws and regulations. The company is committed to furnishing a work environment that is free of acts of violence, the threat of violence, or employee intimidation at all company elements through its Workplace Violence Prevention Program.

3.1 Description of Work Activities

3.1.1 Synectic Solutions is committed to providing a workplace environment that is free from violence or threats of violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in such acts will be subject to discipline, up to and including immediate termination, and may also be personally subject to other civil or criminal liability. In general, violent behaviors are defined, but are not limited to, the following:

- Actual or implied threat of harm to an individual, group of individuals, relatives of individuals or company property.
- Possession on company property of weapons of any kind, or the brandishing of any object that could be reasonably construed as a weapon.
- Loud, angry or disruptive behavior that is clearly not part of an appropriate work environment.
- Callous or intentional disregard for the physical safety or well being of others.
- Willful destruction of company or employee property.
- Commission of an unlawful action, felony, or misdemeanor on company property.
- Any other conduct that a reasonable person would perceive as constituting a threat or act of violence.

3.1.2 Employees, contractors, contract labor, visitors, and anyone else on premises are prohibited from creating or contributing to circumstances that create or result in an abusive or violent workplace environment.

- 3.1.3 Employees who violate the provisions of this procedure or refuse to cooperate in a fitness for duty evaluation are subject to disciplinary action appropriate to the circumstances of the particular violation, up to and including termination.
- 3.1.4 Cognizant managers will investigate and assess alleged, reported, or potential threats of violence. If investigation requires a response team, it is to be comprised of designated representatives, as required, from Human Resources, Security, and management of the affected employee; other individuals may be included as necessary.

4 WEAPONS

- 4.1 The use, possession, sale or purchase of personal weapons, including firearms, by any employee at any time on Company premises, by any employee during work hours, or by any employee on Company business anywhere, is strictly prohibited. Likewise, employees may not bring weapons onto the Company premises in their car or the trunk of their car.
- 4.2 If an employee reports to work with a weapon, or if an employee is found to be in possession of a weapon while at work, the employee will be subject to immediate termination.

5 PROCEDURE

- 5.1 If an individual believes that there is a reasonable basis for suspecting a violation of this policy has occurred, management will conduct a thorough investigation. Any employee who is subjected to, witness to or has knowledge of actions that could be perceived as violent acts, or has reason to believe that such actions may occur, is required to report the situation promptly to his/her manager, the Human Resources Department or, as necessary, the President. Employees should feel free to raise their concerns and make reports without fear of reprisal.
- 5.2 Any employee who violates the provisions of this policy, will be subject to disciplinary action, which may include termination and notification to appropriate civil authorities. Any employee who refuses to comply with the company's requirements for drug testing or Employee Assistance Program (EAP) consultation will be terminated. Violation of this policy by a consultant or other non-company employee will be cause for discontinued use of that person's services and/or suspension of all visitor privileges.

6 THE HUMAN RESOURCES MANAGER SHALL:

- Oversee the Workplace Violence Prevention Program.
- Ensure workplace violence prevention training is provided for all employees.
- Ensure the establishment of teams to respond to threats or incidents of violence as appropriate.
- Ensure measures are taken to provide a prompt response to any workplace violence situation.
- Ensure pre-employment background screening is conducted on all employment candidates.

- Provide information regarding the company's Workplace Violence Prevention Program to new hires.
- Coordinate with Security regarding pre-employment background checks.

6.1 Employees shall:

- Report any threats, intimidation or acts of violence that have been observed or received to management, Human Resources, the Facility Security Officer (FSO) or, as necessary, the President. Employees should feel free to raise their concerns and make reports without fear of reprisal.
- Advise management of restraining orders affecting Synectic Solutions premises.

6.2 Managers shall:

- Promptly notify Human Resources and/or Facility Security Officer of any reports or threats of violence and of any reported restraining orders.
- Contact the Human Resources Department to discuss any concerns regarding individuals who pose a potential threat.
- Consult on disciplinary action in threats of violence situations and ensure appropriate action is taken.

6.3 The Facility Security Officer shall:

- Investigate threats, perceived threats, or alleged acts of violence.
- Respond to incidents of violence.
- Coordinate with Human Resources regarding pre-employment background checks.

7 FORMS

All forms are located on the company website Employee Portal page.

- Grievances
- Incident Report

8 RECORDS

The Human Resources Department maintains records of all documentation regarding employee grievances and Incident Reports related to workplace violence.

HR - 29 Computer System Usage Policy

Procedure Approval

Process Owner	Title	Date
J. Siros	HR - 29 Computer System Usage Policy	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	
V3	05/18/11	J. Siros	Update to include email etiquette

1 POLICY

The purpose of this Policy and Procedure is to provide guidance on IT/communication system usage.

2 GENERAL

All Company communication services and equipment, including the messages transmitted or stored on them, are the sole property of the Company. The Company will access and monitor employee communications and files. Communications equipment and services include mail, electronic mail ("e-mail"), courier services, facsimiles, telephone systems, voicemail, personal computers, computer networks, on-line services, Internet connections, computer files, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, Blackberries and bulletin boards. As technology progresses, there will no doubt be additions. This system is Company property and should only be used for Company business. All employees who have access to some or all of the components of the system are expected to observe the following procedures.

3 PROCEDURES

3.1 You are requested not to use the Company communications system for personal business except in emergency situations. Employees may be required to reimburse the Company for such use.

3.2 Since the Company cannot be responsible for loss of personal mail, employees are encouraged not to use the Company mail service for incoming or outgoing mail.

3.3 Email Usage

3.3.1 Using the e-mail or Internet system to harass others or send and receive anonymous messages is expressly prohibited. Employees may not use the Company communications system for personal use unless prior permission from the Human Resources Manager has been obtained. Employees may be required to reimburse the Company for such use.

3.3.2 E-mail and Internet information is limited to those with a need to know. Thus, employees should disclose information from the systems only to authorized personnel. Employees have no personal rights in any materials created, received, or sent through the e-mail or Internet system. Employees who violate this policy are subject to discipline, including discharge.

3.3.3 When sending e-mail, address the e-mail to the primary individual or the person you wish to take action. When appropriate, a carbon copy (cc) e-mail should be sent "for information only." Minimize lengthy e-mail. E-mail should be short, specific, simple, and easy to understand.

3.4 **Email Etiquette**

- 3.4.1 **Mind Your Manners:** Think of the basic rules you learned growing up, like saying please and thank you. Address people you don't know as Mr., Mrs., or Dr. Only address someone by first name if they imply it's okay to do so.
- 3.4.2 **Watch Your Tone:** [Merriam-Webster](#) defines tone as an "accent or inflection expressive of a mood or emotion." It is very difficult to express tone in writing. You want to come across as respectful, friendly, and approachable. You don't want to sound curt or demanding.
- 3.4.3 **Be Concise:** Get to the point of your email as quickly as possible, but don't leave out important details that will help your recipient answer your query.
- 3.4.4 **Be Professional:** This means, stay away from abbreviations and don't use emoticons (those little smiley faces).
- 3.4.5 **Use Correct Spelling and Proper Grammar:** Use a dictionary or a spell checker — whichever works better for you. While you can write in a conversational tone (contractions are okay), pay attention to basic rules of grammar. Remember, your correspondence says a lot about you.
- 3.4.6 **Wait to Fill in the "TO" Email Address:** To avoid accidentally hitting the “send” button prematurely, wait to fill in the “To” email address until you have first made sure you are completely through proofing your email, making sure that it is exactly the way that you want it. It is easy to accidentally click on the send icon, when you really meant to click on the attachment icon.
- 3.5 Employees should not attempt to gain access to another employee's personal file of e-mail or voice mail messages without the latter's express permission; however, the Company may do so at any time, with or without prior notice.
- 3.6 When recording personal greetings in the voice mail system, employees may not state to the caller that the message they leave will be confidential. It is important to keep in mind when leaving a message that the message may be heard by another person.
- 3.7 The Company retains access to all files. System security features, including passwords and message delete functions, do not neutralize the Company's ability to access any message at any time. Employees must be aware that the possibility of such access by the Company always exists.
- 3.8 Management reserves the right to access and monitor all Company computers, e-mail, telephone calls, voice mail messages or any other part of our present or future Company communications system at any time. Therefore, employees should not have any expectation of privacy in the contents of and their use of this or any other Company equipment that they may use from time to time.
- 3.9 You are not authorized to install any type of software on any Company computer without first obtaining the approval of the Facilities and Support Manager.

- 3.10 Access during normal working hours is intended for business use, which may occasionally include limited "browsing" of commercial and entertainment Websites to gain familiarity with search tools or to conduct research, but such use during normal working hours must be in connection with business activities or responsibilities. All Company personnel are individually accountable for the content of all text, audio, or images that they place or send through the Company's systems. Improper use is not acceptable and will not be permitted. The Company can monitor usage patterns for many reasons, including cost analysis/allocation, adherence to IT/communications system policies and the management of Company networks and gateways.
- 3.11 Transaction records associated with Internet access, such as the identity of the website visited, the internal web pages viewed and any information downloaded, can be monitored by the Company. All web pages, documents, or messages created, sent or retrieved over the Company's systems are the property of the Company, and there is no expectation of privacy in the use of Company systems. Anyone found to be abusing these privileges will be subject to corrective action up to and including termination. The Company also reserves the right to advise appropriate legal authorities of any illegal activities.
- 3.12 A weblog, or "blog," is a web application that permits public postings on a common Internet web page. "Blogging" is the act of posting to the web page. Blogging may be useful for Company purposes (such as generating interest in a new product or networking with colleagues), but may also lead to disruption and distraction in the workplace and can result in liability to the Company and to the employee if used inappropriately. Employees may not engage in blogging activity during the workday. Employees may not reveal Company confidential and proprietary information, trademarks or logos, customer or employee information, or other private or confidential information of the Company on a website or in any public forum at any time.
- 3.13 Synectic Solutions does not permit or condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

HR - 30 Grievance

Procedure Approval

Process Owner	Title	Date
J. Siros	HR - 30 Grievance	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	

1 PURPOSE

The purpose of this Policy and Procedure is to provide a means to resolve disagreements between the Company's Management and an employee.

2 GENERAL

- 2.1 A grievance is defined as any question or controversy between the Company's management and an employee as to the interpretation or application of Company policies or procedures.
- 2.2 Supervisors have the prime responsibility to bring about satisfactory relationships among employees and between employees and supervisors; for preventing the cause of complaints as far as practicable; and, when a complaint does develop, for resolving it reasonably at the earliest possible date.
- 2.3 Initiation of a complaint by an employee will not be considered to cast any reflections on the employee's supervisor or fellow workers. The supervisor shall afford each employee a reasonable time to prepare and present the complaint.
- 2.4 All matters relating to the employee's complaint shall be kept in confidence by the employee and those whom the employee consults. All persons involved in the complaint procedure are responsible for the preservation of the dignity of the employee concerned and for safeguarding the privacy of the complaint.
- 2.5 In general, initial complaints shall be directed to immediate supervisors. When the complaint is of sufficiently serious nature to warrant, the employee is encouraged to submit complaints directly to the Human Resources Manager or the President of the Company.
- 2.6 No management personnel or other employee will place an employee at a disadvantage or retaliate against an employee because a complaint was filed with the supervisor or other management personnel. Any proven violation of the above shall result in disciplinary action against the offender.

3 PROCEDURES

The employee should present the complaint or grievance in writing to an immediate supervisor as soon as possible, but no later than five working days after the incident.

- 3.1 The supervisor must respond to the employee's complaint or grievance orally as soon as possible, but no later than five working days after presentation of the problem.
- 3.2 An employee who is dissatisfied with the solution above may present the complaint or grievance to the Human Resources Department.

- 3.2.1 A signed statement must be presented by the employee outlining the problem, the reasons why the solution offered by the supervisor was not acceptable, and suggestions as to how the problem could be resolved equitably.
- 3.2.2 The signed statement must be submitted to the Human Resources Department within five working days following completed action by the supervisor.
- 3.2.3 The employee may also request a personal conference with the Human Resources Department and may further request his or her supervisor to be present at such conference.
- 3.2.4 The Human Resources Department shall respond to the employee, in writing, within three working days following receipt of the employee's signed statement or the personal conference, whichever is later.
- 3.2.5 Every reasonable effort should be expended to reach a final solution to the dispute that is acceptable to both parties.
- 3.3 If the grievance is still not resolved satisfactorily, the employee may put in an appeal to the President.
 - 3.3.1 The President shall review the problem along with the previous findings, and shall discuss the matter with the employee. She shall make a final determination within five working days of her meeting with the employee.
 - 3.3.2 Copies of the President's final decision, with all supporting documents, shall be distributed to the employee, the Supervisor, and Human Resources.

4 FORMS

All forms are located on the company website Employee Portal page.

- Grievance Report
- Incident Report

5 RECORDS

The Human Resources Department maintains all grievance and incident records in personnel files.

HR-31 Progressive Discipline

Procedure Approval

Process Owner	Title	Date
JoAnn Siros	HR-31 Progressive Discipline	11/12/08

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/12/08	J. Siros	ISO format; renumbered; updated content and forms

1 PURPOSE

The purpose of this Policy and Procedure is to establish the disciplinary actions to be taken by Management when necessary to improve performance or address situations involving employee misconduct.

2 SCOPE

The Progressive Discipline procedure begins when an employee needs to improve their performance or engages in misconduct and ends when corrective action has been accomplished or the employee has been terminated.

3 DESCRIPTION

The Company is responsible for providing the best possible working conditions and job satisfaction to each employee. The employee is responsible for performing work to established standards and for seeing that personal conduct does not jeopardize working conditions. Each employee's conduct shall not interfere with the job satisfaction of other employees or disrupt the orderly performance of other employees' responsibilities.

All Supervisors are responsible to see that employee performance meets established standards and that employee conduct complies with company policy. Failure to meet performance standards and/or incidents of employee misconduct shall be counseled, reported, and documented by supervisors through these standard procedures that govern all employees.

Human Resources is responsible for reviewing and approving all disciplinary actions to ensure consistent, fair, and reasonable application of the disciplinary procedures. Human Resources is responsible for maintaining appropriate documentation in employees' files.

In the event of unacceptable behavior that does not lead to immediate dismissal, the company may choose to issue a verbal or written warning, place an employee on suspension or performance improvement plan, or initiate other forms of discipline. The company also may choose to terminate an employee for disciplinary issues at any time. The company reserves the right to use any or all of these disciplinary methods, in any order and at any time. The fact that the company has issued some form of discipline in a particular instance does not alter the at-will status of employment.

3.1 Flow Chart

General Step	<p>Performance Problem Identification</p> <ul style="list-style-type: none"> • Define performance problem in terms of actual and expected performance • Determine cause: <ul style="list-style-type: none"> ○ Lack of knowledge, skill, or ability ○ Execution issues ○ Lack of motivation, attitude issues
<p>Employee Counseling Used for relatively insignificant performance issues or incidents of misconduct. For early intervention and coaching to prevent future problems.</p>	
1	Supervisor observes/learns of performance/conduct problem and reviews employee's disciplinary record.
2	Supervisor counsels employee and communicates actual vs. expected behavior.
3	Depending on source of problem, provide training or review proper procedure.
4	Document informal counseling in written note to employee's file in case a pattern of behavior occurs.
<p>Verbal Warning Used for minor first infractions. Also used when a problem continues despite counseling efforts. Verbal warnings differ from counseling because they are more formal. Employee is warned that the behavior or action is unacceptable. The term "warning" is used to communicate that there is a real problem, one which must be resolved if the employee is to get back on track. Examples include but are not limited to infractions for excessive tardiness, not following work procedures, excessive personal phone calls, etc.</p>	
1	Supervisor observes/learns of performance/conduct problem.
2	Supervisor gathers facts as necessary.
3	Supervisor documents using Incident Report form. Develops Performance Improvement Plan (PIP) with HR input and approval if deemed necessary.
4	Supervisor meets with employee. HR may be present if desired.
5	Communicate actual vs. expected behavior.
6	Ask employee for explanation.
7	Depending on source of problem, provide training or review proper procedure.
8	Document employee's understanding of change needed.
9	Explain business consequences of non-compliance.
10	Explain consequences to employee of non-compliance (i.e., possible progressive discipline)
11	Obtain employee commitment to comply; get signatures on documentation and provide copy to employee.
12	Supervisor follows up in timely manner.
13	Supervisor documents follow up.
14	Supervisor submits copy of signed documentation to HR for employee file.

Written Warning	
Used for cases of continued misconduct, or, when an employee's behavior is serious enough to warrant an immediate, forceful response, but not so extreme as to require termination. Providing a written warning conveys that the employee's job is at risk unless the problem is solved. Examples include, but are not limited to, inappropriate or rude interaction with a co-worker or customer, such as a raised voice, sarcastic comments, or impatience; not showing up for a scheduled shift with no reasonable explanation; insubordination, such as talking back to management or lack of adherence to service standards.	
1	Supervisor observes/learns of performance/conduct problem.
2	Supervisor gathers facts as necessary.
3	Supervisor documents behavior using Written Warning form and develops Performance Improvement Plan (PIP) with HR input and approval.
4	Supervisor meets with employee. HR may be present if desired.
5	Communicate actual vs. expected behavior.
6	Ask employee for explanation.
7	Depending on source of problem, provide training or review proper procedure.
8	Document employee's understanding of change needed.
9	Explain business consequences of non-compliance.
10	Explain employee consequences of non-compliance. Ensure employee is aware that further misbehavior may result in actions up to and including dismissal. For employment to continue the employee must correct the undesirable conduct.
11	Obtain employee commitment to comply; get signatures on documentation and provide copy to employee.
12	Supervisor follows up in timely manner.
13	Supervisor documents follow up.
14	Supervisor submits copy of signed documentation to HR for employee file.
Disciplinary Suspension	
Used for cases of continued misconduct after verbal warning and written warnings, or for a single serious incident. See lists below this table. Suspension for all employees is without pay subject to the following rules for exempt employees:	
<ul style="list-style-type: none"> • If an exempt employee is sent home early for a disciplinary reason, the employee would be paid for that day, and the suspension—and the docking—would begin the following day. • Unpaid suspension must be imposed as a result of a violation of workplace conduct rules. Some forms of suspension cannot be unpaid. For example, if an exempt employee is suspended pending investigation and then it turns out that there is no evidence that the person violated a workplace conduct rule, the suspension would have to be paid. Also, in defining “violations of workplace conduct rules,” the Department of Labor (DOL) is referring to serious misconduct and specifically excludes suspensions related to performance issues and poor attendance. 	
1	Supervisor observes/learns of performance/conduct problem.
2	If situation requires immediate removal from workplace, supervisor sends employee home and asks him/her to report to the supervisor the following day.
3	Supervisor gathers facts as necessary.
4	Supervisor discusses the situation and proposed course of action with HR and the President prior to activating the suspension.

5	Supervisor documents the misconduct using Written Warning form and includes duration of suspension and time and date employee is to return.
6	HR prepares formal letter to employee regarding the suspension and consequences (termination) if misconduct recurs.
7	Supervisor meets with employee, initiates the suspension, and reviews the warning and letter.
8	Obtain employee commitment to correct behavior and get employee signatures on the warning and letter. Give the employee a signed copy.
9	Supervisor submits copy of signed documentation to HR for employee file.
Major Offenses A major offense is any violation of a company regulation which involves one or more of the following factors: <ul style="list-style-type: none"> • Has a serious effect on the normal operations of the Company in any department within the Company. • Is done with malice. • May cause serious injury to an employee. • May cause serious damage to a piece of equipment. • Is an act of insubordination. • Is a falsification of any Company record or document – including timesheets, vouchers, expense reports and all other Company records. • Is the acceptance of any form of improper gain stemming from involvement in Company affairs. • Involves the security of Company or customer property, records or any confidential or proprietary information. See lists below this table.	
1	Supervisor observes/learns of performance/conduct problem.
2	If situation requires immediate removal from workplace, supervisor sends employee home and asks him/her to report to the supervisor the following day.
3	Supervisor gathers facts as necessary.
4	Supervisor reviews the facts and determines if termination is warranted. Supervisor prepares a written recommendation on the proposed course of action and discusses it with HR and the President prior to activating termination.
5	HR and the President shall determine if termination is warranted and ensure necessary paperwork/final check is prepared IAW the Termination policy and procedure.
6	Conduct termination meeting upon employee's return; provide final paycheck/paperwork.

Occurrences of any of the following activities, as well as violations of any Synectic Solutions rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed “at will.”

- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.
- Any act of harassment--sexual, racial, or other.

- Leaving or stopping work before the end of a workday without the knowledge or approval of your supervisor.
- Sleeping on the job; loitering or loafing during working hours.
- Excessive use of company telephone or internet resources for personal use.
- Failure to report an absence or late arrival; excessive absence or lateness.
- Abusive language toward any supervisor, employee or customer; rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on company premises.
- Failure to maintain a neat and clean appearance in terms of the standards established by management; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- Falsifying timecards or attendance documents.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- Willful violation of any company rule; any deliberate action that is extreme in nature and is obviously detrimental to Synectic Solutions' efforts to operate profitably.
- Willful violation of security or safety rules or failure to observe safety rules or Synectic Solutions' safety practices; failure to wear required safety equipment; tampering with Synectic Solutions' equipment or safety equipment.
- Negligence or any careless action that endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work.
- Use or possession or sale of controlled substance drugs in any quantity while on company premises except medications prescribed by a physician which do not impair work performance.
- Possession of dangerous or illegal firearms, weapons, or explosives on company property.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on company premises or when representing Synectic Solutions; fighting, or horseplay or provoking a fight on company property, or negligent damage of property.
- Smoking on Company property.
- Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
- Threatening, intimidating or coercing fellow employees on or off the premises – at any time, for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
- Theft of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment for profit.

- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; alteration of company records or other company documents.
- Giving confidential or proprietary Synectic Solutions information to competitors or other organizations or to unauthorized Synectic Solutions employees; working for a competing business while a Synectic Solutions employee; breach of confidentiality of personnel information.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on company property.

3.2 Description of Work Activities

The following corrective steps may be taken depending on the nature of the offense. Notwithstanding, the company retains the right as an at-will employer to terminate any employee with or without a reason.

- 3.2.1 Employee Counseling - if a performance issue or incident of misconduct is relatively insignificant, the supervisor should counsel the employee before resorting to a formal verbal or written warning as described in the process steps under Employee Counseling.
- 3.2.2 Verbal Warning - is used for minor first infractions or when a problem continues despite counseling efforts as described in the process steps under Verbal Warning.
- 3.2.3 Written Warning – is used in cases of continued misconduct or for a single incident sufficiently serious to warrant an immediate, forceful response, but not so extreme as to require termination. The warning conveys the employee’s job is at risk unless the problem is resolved. Process steps are under Written Warning.
- 3.2.4 Disciplinary Suspension – can be used in cases of continued misconduct or for a single serious incident as described in the process steps under Disciplinary Suspension.
- 3.2.5 Major Offense – is any violation of a company regulation which is serious in nature and meets one of several factors as described in the process steps under Major Offenses. These violations generally result in immediate removal from the workplace and ultimate termination.

4 FORMS

All forms are located on the company website Employee Portal page.

- Incident Report Form
- Written Warning Form

5 RECORDS

The Human Resources Department maintains records relating to disciplinary actions in personnel files.

HR - 32 Termination Of Employment

Procedure Approval

Process Owner	Title	Date
Lynn Dines	HR - 32 Termination of Employment	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	

1 PURPOSE

The purpose of this Policy and Procedure is to establish a method for processing employee terminations and to ensure that employee terminations are handled in a consistent and fair manner.

2 GENERAL

The Company shall do everything possible to provide continuous employment for all employees. However, when adverse economic conditions occur, necessary action may be taken to reduce the workforce. Other conditions may also require release of personnel.

3 DEFINITIONS

3.1 Resignation

3.1.1 A voluntary termination initiated by the employee. A minimum two-week notice should be given to the Company. Supervisors may choose to accelerate the resigning employee's termination to take effect immediately rather than allow work during the period of notice. This action does not alter the voluntary nature of the employee's separation.

3.2 Furlough

3.2.1 An involuntary layoff of employees resulting from discontinuing or declining operations, or reorganization that eliminated a job or position requirement.

3.2.2 Normally, the employee shall be given at least two weeks notice prior to the last day of work. If considered appropriate, the termination may take effect earlier, in which case the released employee may be entitled to pay in lieu of notice.

3.3 Release

3.3.1 An involuntary termination of employment without prejudice. Example: Inability of the employee to perform required work.

3.3.2 Responsibility for the decision to release an employee rests initially with the supervisor.

3.3.3 Human Resources must concur in all releases and is responsible for the equitable and consistent application of Company policy.

3.3.4 The events leading to the action must be documented in all cases.

- 3.3.5 Full consideration must be given to an employee's length of service and past contributions to Company success prior to release for any reason. The possibility of transfer, lateral or downward, should be fully explored when appropriate.
- 3.3.6 Before notification to the employee concerned, the circumstances must be discussed with Human Resources to ensure that (1) termination is supportable and consistent with precedents in similar cases; (2) all possibilities for transfer are investigated; (3) no mitigating situation or conditions exist which might preclude release; and (4) terms and conditions of the separation are agreed upon.
- 3.3.7 Normally, the employee shall be given at least two weeks notice prior to the last day of work. If considered appropriate, the termination may take effect earlier, in which case the released employee may be entitled to pay in lieu of notice.
- 3.4 Discharge
- 3.4.1 An involuntary termination of employment by the Company for cause. If an employee's performance or behavior does not conform to standards set by the Company, a discharge action may be initiated.
- 3.4.2 Responsibility for the decision to terminate an employee rests initially with the supervisor.
- 3.4.3 Human Resources must concur in all discharges and is responsible for the equitable and consistent application of Company policy.
- 3.4.4 Discharge action shall be recommended only after all efforts, when applicable, have been made to advise the employee of the need for improvement.
- 3.4.5 Warning notices are cumulative if they indicate that the employee is incompetent, undependable, or uncooperative. The warnings do not have to be for the same offense.
- 3.4.6 The events leading to discharge must be documented. Incident Reports, Written Warnings, records of counseling interviews, reports, and other pertinent data should be maintained in the employee's file.
- 3.4.7 Before notification to the affected employee, the circumstances must be discussed with the Human Resources Department to ensure that: (1) termination is supportable; (2) no mitigating situation or conditions exist which might preclude discharge.
- 3.4.8 Termination without notice may be initiated on the day of the incident, provided the last and final paycheck is made available to the employee at time of discharge.
- 3.4.9 The employee may be suspended for the remainder of the workday, and his time charged to the appropriate indirect account, in the following cases:
- 3.4.9.1 If the processing of the termination paperwork will require more time than is available in the remaining part of the workday.
- 3.4.9.2 Where further investigation of the incident is required.

3.4.9.3 In these cases, the employee may be asked to report directly to the supervisor at the beginning of the following workday for either continued disciplinary suspension or discharge.

4 NOTICE OF TERMINATION

4.1 The Company expects, as a matter of professional courtesy, a minimum of two weeks' notice.

4.2 An employee who resigns shall be allowed to work only as long as his services are required for normal operation of his/her department.

4.3 At the discretion of the Company, an employee absent for three consecutive workdays who fails to contact supervision shall be considered as voluntary terminated.

4.4 The employee's Supervisor shall prepare a Personnel Action Form (PAF). Human Resources shall send email notification to Corporate Executive Assistant, Accounting, FSO, Contracts, CFO, and President. The Corporate Executive Assistant shall terminate all benefits and provide a copy of the PAF to FSO and Accounting. Accounting Department personnel shall enter all change of status information in Deltek and Preview.

5 OUT-PROCESSING/EXIT INTERVIEW POLICY

5.1 The supervisor shall arrange an out-processing meeting with a terminating employee to ensure that all aspects of the final arrangements are understood by the employee, and that all outstanding obligations to the Company are satisfactorily settled or negotiated prior to the employee's departure.

5.2 The Corporate Executive Assistant shall e-mail the final timecard and exit interview link to the employee and will provide final paycheck/paperwork for the out-processing meeting to the supervisor. The exit interview provides an opportunity to obtain information that can be of assistance to management in improving employee relations.

5.3 All property, including keys, cell phones, and badges should be collected from the employee and any Government vehicle passes should be scraped from the windshield of the employee's vehicle.

5.4 The following should be completed during the out-processing:

- Supervisor Termination Checklist to be completed by the supervisor
- Notice of Change in Relationship to be signed by employee
- SF 312 (if applicable) to be signed by employee

- 5.5 All forms should be filed in the Employee file except for the SF-312, which should be provided to the Facility Security Officer (FSO) and included with the employee's Security paperwork.
- 5.6 The FSO should return all badges and vehicle passes to the appropriate Security office and terminate the employee's clearance. The FSO should also suspend phone service.

6 FORMS

All forms are located on the company website Employee Portal page.

- Personnel Action Form (PAF)
- Supervisor Termination Checklist (to be completed by the supervisor)

HR - 33 Release of Personal Information

Procedure Approval

Process Owner	Title	Date
Lynn Dines	HR - 33 Release of Personal Information	11/1/05

Procedure Revision History

Revision No.	Date	Initiated By	Description
V1	10/31/04	L. Dines	
V2	11/1/05	L. Dines	

1 PURPOSE

The purpose of this Policy and Procedure is to establish guidelines for the release of personal information related to current and former employees.

2 GENERAL

2.1 Managers and supervisors shall refer any requests for references of former employees to the Corporate Executive Assistant.

2.2 Human Resources will respond to written requests for references by providing the following information:

- Period of Employment
- Labor Category
- Salary
- Eligibility for Rehire

2.3 All other information related to current or former employees must be requested in writing and the release approved by the employee in writing prior to release.

3 FORMS

All forms are located on the company website Employee Portal page.

- Permission to Release Personal Information