

# HUMAN RESOURCES POLICIES


TEMPORARY STAFFING SINCE 1993



# RTX, Inc. – Human Resources Policies

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# RTX, Inc. – Human Resources Policies

## Drug and Alcohol Use

- 1.0** Any time a temporary or contract employee is on assignment for RTX and working on RTX or Client premises or is an operator or passenger in an RTX or Client vehicle, unless the employee has proper legal and/or medical authorization, the employee is prohibited from the following:
1. Unlawfully using, manufacturing, possessing, transporting, acquiring, selling, purchasing or distributing or otherwise exchanging or being under the influence of any substance classified as a controlled substance under either Federal or State law. The term “controlled substance” includes any of a wide range of narcotics, opiates, hallucinogens, stimulants, depressants, and other drugs identified in schedules I through IV of section 812 of Title 21 of the United States Code.
  2. Using, possessing, acquiring, selling, purchasing, or otherwise exchanging or being under the influence of any prescription or nonprescription drug not covered by sub-section 1. above, if the expected or intended use of such a drug would cause a substantial risk to the health or safety of any person or cause the employee to be unable to perform his essential job functions. The foregoing is not intended to prohibit, restrict, or require approval of the use of prescription or nonprescription medication, which does not affect job performance.
  3. Possessing drug paraphernalia.
  4. Without authorization from RTX management, using, possessing, transporting, acquiring, selling, purchasing, or distributing, or otherwise exchanging, or being under the influence of any alcoholic beverage.
- 2.0** When, in the opinion of RTX management, or RTX’s Client management, there exists a reasonable suspicion that a temporary employee is or has recently been in violation of Section 1.0 above, that temporary employee may be asked to submit to drug tests and/or searches of that employee’s personal belongings and storage areas that are on RTX’s or RTX’s Client premises. Refusal to submit to a drug test or search or failure to give written consent to a drug test or search as requested may result in disciplinary action, including, but not limited to, immediate termination from employment.

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# RTX, Inc. – Human Resources Policies


## Anti-Harassment and Discrimination

**1.0** Whether on assignment at RTX, or at an RTX Client company, all employees are expected to be sensitive to and respectful of their co-workers, and others with whom they come into contact with while representing RTX or RTX's Client company. We prohibit all forms of harassment, whether due to sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, disability, or any other reason.

Examples of conduct we prohibit include:

1. Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, or disability.
2. Written or graphic material displayed or circulated in the workplace that denigrates or shows hostility or aversion toward an individual or group because of their sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, or disability.
3. Intimidating, hostile, derogatory, contemptuous or otherwise offensive conduct or remarks that are directed at a person because of that person's sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, or disability.


**2.0** Temporary employees encountering behavior perceived as harassment or discrimination may seek to resolve the matter in direct conversation with the individual involved. If it is felt that this approach is not likely to be productive, or if it is tried and fails, the temporary employee must promptly notify their Manager, an RTX representative. This applies to harassment or discrimination caused by anyone with whom an employee comes into contact with, as part of the employee's job: supervisors, co-workers, customers, vendors and others. All reported incidents will be investigated and kept confidential to the fullest extent possible.

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## Time Reporting/Pay Policy


- 1.0 RTX pay periods run from Monday through Sunday. RTX employees are paid each Friday following the week worked. If employee does not participate in direct deposit, paychecks will be mailed with the United States Postal Service each Thursday. Holidays falling on Tuesdays or Wednesdays will postpone the mailing of paychecks and pay stubs by one day. **Hours not reported by the deadline below will be processed with the following week's payroll.**
- 2.0 Hours for the week previously worked are to be reported to RTX, Inc. by 12:00 p.m., Mountain Standard Time, each Monday, unless otherwise outlined in your letter of assignment. An employee's time may be phoned in, faxed, mailed or emailed. Our fax and phone (voice mail) are active 24 hours a day, 7 days a week. An authorized copy of your time sheet is to be received by our office no later than Wednesday following the week worked. It is the Employee's responsibility to report hours worked to our office. Checks will not be issued if an authorized time sheet has not been received by our office, or if hours have not been reported.
- 3.0 In cases where a holiday falls on a Monday, the deadline for reporting hours worked will be by 12:00 p. m. on Tuesday. A Tuesday holiday will not affect direct deposit from occurring on Fridays. Direct Deposit will occur on a Thursday should a Holiday occur on a Friday.
- 4.0 RTX, Inc. will pay Employee one and one-half times the base rate for all hours worked in excess of forty hours in any one regular workweek, unless otherwise stated in employee's letter of assignment. Employee will not work overtime without Client's prior, written approval.

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# RTX, Inc. – Human Resources Policies

## Computer, e-mail and Internet Usage


- 1.0 Employee acknowledges that any computer, e-mail, Internet access, telephone and voice mail systems and any other programs belonging to RTX and/or its clients are to be used for business purposes only. Personal use of the above is prohibited, unless prior written permission has been given by RTX and/or its Client's representatives. Employee should have no expectation of privacy in anything created, sent, or received on the computer. RTX and/or its Clients may, without notice, monitor computer, e-mail, Internet access, telephone and voice mail systems to ensure it is being used only for business purposes.

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# RTX, Inc. – Human Resources Policies

## Holiday Pay

- 1.0 All Temporary full time RTX employees will be eligible to receive 8 hours of holiday pay at their base rate, while part time RTX employees, will be eligible to receive 1/5 of their normal weekly hours for holiday pay at their base rate for RTX, Inc. observed holidays, providing the following conditions have been met:
- 2.0 **An employee must have worked a minimum of 480 hours prior to the holiday during each assignment.** If there is a break of more than one week between assignments, accrual of hours start over.
- 3.0 Temporary full time employees must be billable for 32 hours in the seven calendar days prior to the holiday (except for New Year’s Day, where 24 hours must be billable the week prior to the holiday). Any Temporary employee not meeting this requirement will receive 1/5 of the previous weeks' hours worked as holiday pay. **Holidays do not count as time worked in the computation of overtime pay.**
- 4.0 The observed holidays are:
- New Year’s Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day
- 5.0 RTX is aware that its clients may observe Holidays other than those listed above. RTX will observe one Floating Holiday per calendar year for employees meeting the minimum Holiday Pay requirements. The Floating Holiday may be used in conjunction with another Holiday, providing the employee is billable for 32 hours in the seven calendar days prior to the holiday (except for New Year’s Day, where 24 hours must be billable the week prior to the holiday). Unused Floating Holidays will be forfeited at the end of each Calendar year.

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# RTX, Inc. – Human Resources Policies

## Paid Time Off (PTO)


**1.0** All RTX Temporary employees will be eligible for PTO after having worked 1040 billable hours. PTO is accrued from employees hire date, but is first available to the employee following the 1040 billable hour threshold. The employee may accrue up to 100 hours of paid time off. The PTO accrual rate is as follows

0.0196 hours accrued per each hour worked up to your 1 year anniversary;  
0.0236 hours accrued per each hour worked up to your 2 year anniversary;  
0.0277 hours accrued per each hour worked up to your 3 year anniversary;  
0.0317 hours accrued per each hour worked up to your 4 year anniversary;  
0.0359 hours accrued per each hour worked up to your 5 year anniversary;  
0.04 hours accrued per each hour worked effective following your 5 year anniversary.

**2.0** If you are a temporary part-time employee, you will accrue vacation leave as follows:

0.0196 hours accrued per each hour worked.


**3.0** Employee understands that they will not be eligible for per diem during period of employee requested time off, or other employee requested departures from assignment.

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## Temporary Full Time Employees - Definition

- 1.0 An RTX employee is considered temporary full time, when on assignment at an RTX Client site, and billable hours worked are a minimum of 80% of standard forty-hour work week (average of 32 hours worked in a 40 hour week.)

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## Travel/Per Diem

### 1.0 Travel


Employee shall be responsible for all travel costs to and from assigned work place and Employee's permanent or temporary place of residence unless otherwise agreed. RTX employees who are required by the Client to travel in the performance of their job function will be compensated per the Client's policy regarding travel pay. RTX pays for travel only when it is agreed upon and billable to the Client. If employee is entitled to travel pay, it will be stated as such in the Letter of Assignment. At any time approved travel is involved and Employee elects to use his own car, Employee will be reimbursed for mileage only. Please see section 9 for mileage guidelines. Employee must provide proof of insurance prior to using personal vehicle for company business.

### 2.0 Per Diem

Employee, during such period of time that he is eligible for subsistence allowance, will be paid a per diem allowance. Said per diem allowance will be stated in the Letter of Assignment signed by RTX and Employee prior to starting an assignment. Per diem will not be paid for holidays or weekends unless reimbursed by client. In order to be eligible for Per diem, Employee must maintain a bona fide permanent residence beyond fifty airline miles of the facility in which he works and maintains temporary living quarters near the said facility. A Certificate of Abode may be requested at any time by RTX. Employee agrees to notify RTX immediately, in writing, if Employee makes any change in his permanent or temporary address. Per diem will not be paid during any period of employee requested departures from assignment. Per diem shall not exceed the government standard for the area worked in, nor shall per diem be paid beyond one year of service.

Per diem shall be subject to pro-ration in the event the employee does not work the entire day (eight hours).


If any portion of a Per diem allowance becomes taxable, that taxable amount will be added to Employee's taxable wages for reporting purposes and taxes will be withheld.

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## Mileage


- 1.0** Mileage reimbursement will be calculated using the current Federal rate per mile. Mileage will not be paid for travel to and from employee’s regular work site. Mileage will be paid providing: Employee is traveling from the work site to another temporary location determined by RTX and/or Client. (Example: On Client’s behalf – to see clients, customers or to attend meetings away from the regular work site.) Mileage must be presented on an RTX expense report with Client authorization for reimbursement.

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## Early Return to Work Program


- 1.0 RTX will thoroughly investigate all work related injuries in order to determine the effectiveness of our safety procedures.
- 2.0 Should an injury occur, a program has been created to present transitional positions to injured employees enabling an “Early Return-to-Work”. Each case shall be investigated and reviewed to determine what course of action shall be taken. A return-to-work coordinator will develop and manage this program.
- 3.0 Our program goals are as follows:
  - Establish and maintain a safe working environment.
  - Minimize possibilities of re-injury.
  - Assist employee back to productivity.
  - Accelerate delivery of benefits.
  - Reduce lost workdays due to injuries.

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# RTX, Inc. – Human Resources Policies

## 401(k) Plan

- 1.0 Employee is eligible to enroll in the RTX 401(k) plan following three months of employment. Employee may contribute a maximum of 30% of gross earnings. The maximum allowable for total contributions in a plan year is \$13,000.00. Following one year of employment, RTX will match 50% of the employee contribution, not to exceed 3% of employee's gross earnings. Vesting for the plan will be 20% per year. A vesting year shall be 1000 hours worked. For more enrollment and fund information visit [www.401k.com](http://www.401k.com)

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