


## Advanced Sciences and Technologies, LLC

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<b>POLICIES AND STANDARD PRACTICES</b>	<b>APPROVAL</b>		<b>EFFECTIVE</b> 09/01/2019	
	FRANK A. VALENTI, PRESIDENT/CEO		SUPERCEDES DATED 10/29/2018	

1. PURPOSE


To define employment categories by providing an explanation of the conditions of employment with Advanced Sciences and Technologies, LLC (AS&T) upon which each category is based and under which AS&T Policy and Standard Practice changing manpower needs may be satisfied.

2. POLICY

It is the policy of AS&T to:

- 2.1 Establish and maintain the employment category assignments of all employees in a manner that is consistent with all applicable federal, state and local labor laws, regulations or codes.
- 2.2 Inform all employees, in writing, of their employment category, as defined in this policy, at the time of their hire and whenever a subsequent change is made.
- 2.3 Establish a labor force of full time employees to perform the corporation's normal/on-going business operations.
- 2.4 Procure and use part time and casual employees when necessary, for the purpose of:
  - 2.4.1 Alleviating work load peaks where full time employment is not advisable.
  - 2.4.2 Expediting an unexpected and urgent project.
  - 2.4.3 Acquiring a special skill which is not readily available in the Corporation.

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### 3. APPLICABILITY

This policy applies to all AS&T employees.

### 4. EMPLOYMENT CLASSIFICATIONS

4.1 Non-exempt - employees perform work which meets certain criteria stipulated in the Fair Labor Standards Act, a Federal Law which regulates wages and hours in the interstate commerce field. It requires that employees under the jurisdiction of this Act be paid in direct proportion to the number of hours they work and are subject to overtime provisions of the Act.


4.2 Exempt employees - perform work which the Fair Labor Standards Act describes as Executive, Administrative, Professional or Outside Salesperson. Exempt employees are not subject to the overtime provisions of the Act.

4.2.1 Executive - Employees whose primary duty is to manage a recognized department or subdivision and who must regularly direct the work of at least two full-time employees.

4.2.2 Administrative - Employees whose primary duty must be responsible office or non-manual work directly related to management policies or general business operations, and who regularly exercise discretion and judgment in non-routine matters.

4.2.3 Professional - The employee's work must require advanced knowledge in a field of sciences or learning customarily acquired by a prolonged course of specialized intellectual instruction and study or must be original and creative in character in a recognized field of artistic endeavor.

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4.2.4            Outside Salespersons - Employed for the purpose of selling tangible or intangible items or obtaining orders or contracts and customarily works from the employer's place of business.


### 4.3    EMPLOYMENT CATEGOREIES

4.3.1            FULL TIME EMPLOYMENT - involves an indefinite period of regularly scheduled, regularly assigned 40 hours or more per week employment, and is a normal condition of employment. Full time employees are eligible to participate in all company-offered group insurance plans, 401k Plan, and are eligible for paid vacation, paid sick leave, holiday pay, and all other paid absences provided by company policy.

4.3.2            PART-TIME employment is on a regular schedule for between 20 and 39 hours a week for an extended period. Part-time employees are not eligible for company offered group life insurance/disability plans, dental plans or medical insurance plans (with the exception of part-time 30 – 39 employees who, due to the Affordable Care Act, are entitled to participate in medical insurance plans). Such employees are eligible for AS&T's Travel Accident Insurance and 401k Plan. Part-time employees are eligible for paid vacation (on a pro rata basis based on the employee's employment category), paid sick leave and holiday pay (hours based on part-time category).

Part-time employment does count toward an employee's continuous service when his/her status is changed to Full Time, his/her original hire date will be retained. Full-time vacation and sick leave accruals will commence on the day that the employee is made Full-Time.

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4.3.3 CASUAL employment is on an irregular, infrequent and/or periodic basis. Casual employees include students on school vacation or holidays and others who are employed for designated periods of time and/or work. Casual employees may work for occasional full-time periods without a change in classification. Casual employees are compensated at their base salary for the time actually worked.


Casual employees are not eligible for any company provided insurance plans, 401k Plan, holiday, sick or vacation benefits (with the exception of New Jersey employees who are entitled to sick leave in accordance with NJ State laws). Casual employees are eligible for AS&T's Travel Accident Insurance Plan.

Casual employment does not count toward an employee's record of continuous employment.

4.3.4 REINSTATED employees are those who return to work from an authorized Leave of Absence within the stipulated period of the leave or who resumes employment with the company after being terminated because of reduction in force. A reinstated employee is credited with his/her prior service up to the time he/she left and is assigned an "adjusted hire date" to subtract the time lost while in an inactive employment status. Such adjusted hire date will determine the employee's benefits accrual rates.

Employees who were terminated because of reduction in force will have their sick time restored if their period of layoff does not exceed their years of continuous (or adjusted) service with AS&T.

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5.     RESPONSIBILITIES

Human Resources

Responsible for the administration, interpretation and maintenance of this policy.

6.     EXCEPTIONS

Exceptions to the terms and conditions of employment and participation in company benefit plans specified herein require prior approval by the President/CEO.