

The Great Plains Laboratory
State Addenda to Employee Handbook

This state addenda to The Great Plains Laboratory Employee Handbook (“Employee Handbook”) provides for additional or different policies for employees in specific states, as described herein. To the extent that any local or state law provides for more generous benefits or protection than as described in the Employee Handbook or herein, such benefits or protection shall apply to eligible employees.

1-3 Equal Employment Opportunity

In addition to the protected categories specified in the Employee Handbook, the below categories are also protected in the corresponding state.

California: medical condition, genetic information, marital status, gender, gender identity or expression, or military or veteran status.

Colorado: gender identity or gender expression.

Connecticut: gender identity or expression, marital status, a present or past history of mental, intellectual, learning, or physical disabilities, including blindness, or veteran status.

District of Columbia: marital status, personal appearance, gender identity or expression, family responsibilities, genetic information, matriculation, political affiliation, or credit information.

Florida: marital status.

Massachusetts: gender identity, genetic information, or veteran status.

Ohio: military status.

Pennsylvania: a nonjob-related handicap or disability, or the use of a guide or support animal because of blindness, deafness, or a physical handicap.

Rhode Island: gender identity or expression.

2-12 Rest and Meal Periods

For **California** employees only, the following Rest and Meal Periods section replaces the corresponding section in the Employee Handbook.

Employees are provided with a 15 minute, paid rest break for every four hours worked, or major fraction thereof. An employee working less than 3.5 hours will not be provided with a rest break. To the extent practicable, rest breaks should be taken in the middle of each work period. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time. This means that employees will need to use this time to make personal phone calls, conduct other personal business or smoke. Employees are not allowed additional breaks in order to complete these functions. Employees are not allowed to add their

breaks to their lunch periods, shift these to the beginning of the work day and arrive late, or shift these breaks to the end of the workday and then leave early. Employees may not leave work site premises during these breaks.

All non-exempt employees who work more than five hours in a workday are provided with an unpaid, uninterrupted meal period of at least 30 minutes that starts before the end of the fifth hour of work. All non-exempt employees who work more than ten hours in a workday are provided with a second unpaid, uninterrupted meal period of at least 30 minutes that starts before the end of the tenth hour of work.

If for any reason an employee does not take the applicable meal and rest periods, the employee must notify his or her supervisor immediately.

For **Massachusetts** employees only, the following language supplements the corresponding section in the Employee Handbook.

Exempt employees who work more than six hours in a workday are provided with an unpaid, uninterrupted meal period of at least 30 minutes.

3-17 Paid Time Off

For **California** employees only, the following Accrual Cap section replaces the corresponding section in the Employee Handbook.

Accrual Cap

PTO accrues up to a maximum of 1.75 times of an employee's maximum annual allotment of PTO. For example, an employee who is eligible for up to 120 hours of PTO per year may accrue up to 210 hours of PTO at any one time. Once the employee has reached 210 hours of accrued, unused PTO, no additional PTO will accrue until the balance drops below 210 hours.