



# CeleraPro

# **CeleraPro, LLC**

## **Employee Handbook for Service Contract Act (SCA) Staff**

**Version 6.4**

May 2020

Note: Version 6.4 of the CeleraPro Employee Handbook Supersedes all prior versions

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## Welcome to CeleraPro

An interesting and challenging experience awaits you as an employee of CeleraPro. We believe that our employees are our most important asset. We attribute our success to our employees' commitment to providing our clients with the highest possible level of service. We believe that CeleraPro's success and growth are linked directly to the quality of our work and to the extent which the Company continues to provide its clients with exemplary services.

This Employee Handbook provides help to answer some of the questions which you may have concerning CeleraPro and our policies and processes. Please review this information and retain it for future reference. The information in this Package are subject to change at the sole discretion of CeleraPro, as are all other policies, procedures, benefits, and other programs of CeleraPro. From time to time, you may receive updated information concerning changes in policies or procedures. If you have any questions at any time regarding any policies or procedures, please speak with your supervisor.

We wish you the best of luck and success in your position and we hope that your employment with CeleraPro will be a long-term rewarding experience!

Very Respectfully,  
CeleraPro Leadership Team

## About CeleraPro

CeleraPro LLC (referred to as CeleraPro) is a privately held small business, founded in 2018 as a professional services and national security solutions provider with significant technology expertise. We support defense and security initiatives, internal and external strategy development, management, and administrative requirements by leveraging our expertise to rapidly develop and transition technologies, systems and staff into operational solutions.

CeleraPro’s mission is to focus on the unique challenges faced by the Federal Government and Department of Defense (DoD). Our foundation is based on extensive telecommunications, end to end processes, and internal management experience and the delivery of solutions that meet or exceed customer requirements. CeleraPro offices are located in Reston, VA.

CeleraPro maintains a robust website at CeleraPro.com that describes corporate capabilities (solutions), our mission, the leadership team, employee benefits, job openings, an news. It also contains a “breakroom” on which CeleraPro posts all required employee notices, like equal opportunity, job safety, workers compensation notices, employee rights, right to work policy, and unemployment benefits.

## Service Contract Act (SCA) Employment

CeleraPro’s SCA employees fall under the Ohara-McNamara Service Contract Act (<https://www.dol.gov/whd/govcontracts/sca.htm>) and have CeleraPro provided benefits that equal or exceed those stipulated by the Department of Labor (DOL) Wage and Hour Division Requirements. SCA employees must be hired by a successor contractor when the incumbent does not win the follow-on contract.

### SCA Employee Benefits

#### Paid and Unpaid Time Off Policies

CeleraPro has established policies for Paid Time Off (PTO) which includes sick leave, vacation, and holidays, as well as leave without pay (LWOP). Together, these policies are referred to as the CeleraPro Paid and Unpaid Time Off (P&UTO) Policy

#### SCA Employee Sick Leave Policy

CeleraPro provides SCA staff with 56 hours of sick leave per calendar yea. The 56 hours are prorated for new employees starting after 1 January according to the schedule at right. Sick hours may be taken in a minimum of one-hour increments for doctor’s appointments and other illness related activities. Sick hours do not roll over into the subsequent year.

#### SCA Employee Vacation Policy

CeleraPro provides SCA staff with vacation hours accrued based on years of experience. Vacation begins accruing at the beginning of each calendar year. All full-time employees become eligible to use their vacation hours as soon as they are accrued. Please note that vacation time must be approved in advance by the program manager. For three

Start date	PP	#hours
1/1 - 1/15	1	80
1/16 - 1/31	2	76
2/1 - 2/15	3	72
2/16 - 2/29	4	68
3/1 - 3/15	5	64
3/15 - 3/31	6	60
4/1 - 4/15	7	56
4/16 - 4/30	8	52
5/1 - 5/15	9	48
5/16 - 5/31	10	44
6/1 - 6/15	11	40
6/16 - 6/30	12	36
7/1 - 7/15	13	32
7/16 - 7/31	14	28
8/1 - 8/15	15	24
8/16 - 8/31	16	20
9/1 - 9/15	17	16
9/16 - 9/30	18	12
10/1 - 10/15	19	8
10/16 - 10/31	20	8
11/1 - 11/15	21	8
11/16 - 11/30	22	8
12/1 - 12/15	23	8
12/16 - 12/31	24	8

or fewer days, 30-day notice is required. For four days or more sequential days, 6- day notice is required.

Vacation hours can be used for vacation, sick, or other leave. CeleraPro accrues vacation time over the first 10 months of the year (January through October) so that hours are accrued in non-fractional amounts (dividing by 10 instead of 12). No vacation hours are accrued in November or December and staff hired in these months begin accruing vacation in January. All Full time CeleraPro SCA staff supporting GSA will accrue vacation according to the following schedule:

- 0-1 year: vacation will begin to accrue upon hire at 4 hours per pay period as a pre-payment of the vacation benefit (80 hrs/yr)
- 1-4 years: vacation will accrue at 4 hours per pay period from Jan to Oct (80 hrs/yr)
- 5-14 years: vacation will accrue at 6 hours per pay period from Jan to Oct (120 hrs/yr)
- 15+ years: vacation will accrue at 8 hours per pay period from Jan to Oct (160 hrs/yr)

Tier	years	SCA Required hours / yr	CeleraPro Vacation Hours per pay period
0	0-1	0	4
1	1-4	80	4
2	5-14	120	6
3	15+	160	8

The accrued vacation time is a “pre-payment” of the vacation due (by SACA rules) on your anniversary date. Since you will receive accrued vacation in advance of your anniversary date, you will receive your full number of vacation hours by the end of October (this will appear on the pay stub for 7 November pay day) and not a lump sum on your anniversary date.

When an employee’s anniversary date results in the employee moving to the next tier of vacation, the new vacation hour accrual will begin on the pay period that includes their anniversary date.

CeleraPro requires employees to use their vacation time in the year it is accrued. Exceptions for vacation carry-over to the following year are permitted with prior approval with maximums shown the table at right. In the last year of the GSA contract (starts 2023, ends 1/6/2024) no hours may be carried over. CeleraPro leadership and GSA program management will provide reminders throughout each year regarding the necessity to take vacation time in the year it has accrued.

Contract Year	Calendar Year	Allowable Carry Over to Next Year*
<del>1</del>	2019	<del>40</del>
2	2020	24
3	2021	16
4	2022	8
5	2023	0

\* With prior approval by program manager

### Guidelines

- There is no carryover of sick leave. Any sick leave hours on the books at the end of the calendar year will be lost.
- Employees may use time from their vacation and sick leave in hourly increments.
- Vacation is not earned in pay periods during which unpaid leave, short or long-term disability leave are taken (i.e. the employee is “inactive pay status”).
- With prior PM approval, an employee may carry up to forty (40) hours of accrued vacation over into the second calendar year of the contract; unused vacation over forty (40) hours will be lost. The allowable carry-over will reduce to 24 hours at the end of year two in the contract, 16 hours during year three, and 8 hours during your four. No carryover vacation hours will be paid out at the last year of the contract.
- The vacation usage agreement can be changed per specific contract agreements. The carryover hours could be changed specific to guidance on each contract.



- Employees are responsible for monitoring and taking their vacation over the course of a year so that they do not lose any time accrued.
- Vacation hours must be requested in advance. For three or fewer days, 30-day notice is required. For four days or more sequential days, 60 day notice is required.

### **“Going In The Hole” Process**

With prior approval by the PM, employees can borrow ahead on vacation time using the “Going-In-The-Hole” process. Since vacation hours are awarded on an accrual basis each pay period, employees can request “going in the hole” (GITH) for hours in the early part of the year when sufficient hours have not accrued for a planned vacation. Approval for GITH must be requested 30 days in advance for up to 3 days and 60 days in advance for four or more days. An employee may not request GITH for more than five days. Approval will be provided as long as the employee does not have any prior warnings or performance issues. If an employee terminates employment while still having a negative vacation balance, the hours will be deducted from the employee’s final paycheck. GITH is only available if the employee will accrue sufficient hours in the remainder of the accrual period (January – October) to recover the balance.

### **Terminating/Departing Employees**

Departing or terminated employees may be eligible for payout of accrued but unused vacation. Departing employees are required to give a minimum of two weeks (10 business days) notice prior to their last day. If an employee has more than 40 hours of accrued vacation upon giving notice, CeleraPro requires that vacation days are used to get to or below 40 hours by the last day of employment. Pay out of accrued but unused vacation hours will be deposited in the pay period following the last actively worked pay period. If an employee terminates employment while still having a negative vacation balance, the hours will be deducted from the employee’s final paycheck. If an employee terminates with greater than forty hours of vacation on the books, they will be paid out for forty hours.

### **Additional Sick Leave and Vacation Guidelines**

- Sick leave or vacation accrued prior to the start of a requested and approved unpaid leave of absence, must be used to cover hours missed before the start of any approved leave without pay (LWOP)
- Employees will not be given pay in lieu of unused vacation or sick leave hours.
- Any employee who misses three (3) consecutive days of work without notice to their supervisor may be considered to have voluntarily resigned, and their employment terminated immediately.
- Employees who terminate employment with CeleraPro and then are rehired at a later date, will follow Department of Labor (DOL) guidelines for resuming their accruals.

### **SCA Employee Leave Without Pay (LWOP)**

As stated above, each full-time employee is allotted a specific amount of sick leave and vacation based on the years of experience. Any time used after all sick leave and vacation is depleted will need to be approved as LWOP. Only limited LWOP can be approved and should not be assumed until prior approval is received from CeleraPro management. Employees are required to use up to 40 hours of GITH PTO time prior to be approved for LWOP.

LWOP can have an immediate impact on your health coverage by not having sufficient Health and Welfare (H&W) to pay insurance premiums. LWOP also seriously impacts our support to the client.



If an employee uses LWOP, they may need to pay a portion of the health plan premium out of pocket to make up for the lost wages.

### **CeleraPro Policy for LWOP**

- LWOP may only be taken when requested and approved in advance by a CeleraPro supervisor
- LWOP may only be taken when vacation has been depleted, or may be requested if sick if all sick days have been depleted
- After an employee has depleted their vacation and sick days, LWOP may be taken only with pre-approval by a CeleraPro program manager (PM)
- LWOP is limited to up to two days (16 hours) per pay period, not to exceed 56 hours (7 days) in a calendar year.
- LWOP may only be used for emergencies (severe illness, court dates, accidents, hospitalization)
- LWOP may not be taken for anything that can be rescheduled (e.g. banking, medical, professional appointments).
- Failure to adhere to these policies will result in a warning, (first time verbal, second time written, third time potential termination).
- Since the use of LWOP impacts CeleraPro performance in support of its customers, LWOP warnings do not re-set after twelve months but carry over through the contract period of performance.

### **SCA Employee Holidays**

CeleraPro has ten (10) paid holidays per calendar year. All full-time employees are eligible for holiday pay upon their hire date. An employee must be in an active pay status for the entire pay period within which the holiday falls in order to be eligible for the holiday pay. Holiday hours do not count as hours worked for overtime pay. CeleraPro recognizes the following holidays:

New Year's Day  
Martin L. King Day  
Columbus Day  
George Washington Day  
Veterans Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

### **SCA Employee Other Time Off**

#### **Bereavement**

Employees may use vacation time, sick leave or LWOP (with approval) for Bereavement.

#### **Jury Duty Leave**

Employees may use vacation time or LWOP (with approval) for Jury Duty

## **Contribution to SCA Employee Medical & Retirement Plans**

CeleraPro contributes a \$4.22 per hour to each employee to pay for their medical plans and/or 401k retirement plans. The \$4.22 applies to all hours worked, as well as vacation, holiday, and sick time, but not to LWOP. The \$4.22 is a company contribution and is not part of the employee's annual salary and it is not taxable.

### **SCA Employee Medical, Dental, and Vision Plan**

CeleraPro contributes a \$4.22 per hour to each employee to pay for medical, vision, and dental coverage. Our medical and insurance benefits are managed by the Business Benefits Group (BBG). Their contact number is 703-385-7200. Each employee can select from a variety of medical coverage options. The Medical insurance group is United Health Care (UHC) which provides Medical, Dental, and Vision coverage, as well as Short Term Disability (STD), Accidental Death and Dismemberment (ADHD), and Life Insurance. Note that Medical coverage starts on day one of employment and ends on the last day of employment. Coverage does not continue to the end of the month of your separation, unless you separate on the last day of the month.

### **SCA Employee Retirement Plan**

After the funds from the \$4.22 per hour are applied to premium payment for the employee's medical, vision, dental, and other optional insurance, a minimum of \$50 is required to be deposited into the employee's 401k. Any remaining H&W funds after the \$50 deposit can be applied to medical, dental, and/or vision for other family members. If the cost for that additional coverage is more than the allotted H&W for any pay period, the employee will be responsible for the additional costs through pre-tax direct deductions from their paycheck.

Once medical premiums are paid, all remaining funds are directed to the employee's CeleraPro 401k retirement account. The Voya Retirement Plan is set up to allow the funds remaining to be directed to different financial funds selected by the employee. All employees need to be signed up for the retirement plan and it is strictly their decision on which financial funds the remaining H&W is allocated.

Employees are permitted to deduct funds from their paycheck to add to the bi-monthly contribution on a pre-tax basis. See IRS rules for the maximum amount which may differ based on employee age. In order to do this, the employee must submit a 401k payroll deduction form for CeleraPro approval. Upon separation from CeleraPro, contributions from the company cease, but the account may be maintained within Voya by the employee.

### **SCA Employee Coverage of Dependents**

SCA employees may elect to cover their dependents (Spouse and/or Children) using available H&W funds after the employee coverage is paid and a minimum of \$50 is contributed to the employee's 401k account each pay period. If H&W funds are insufficient to pay the monthly premium for the employee dependents, pre-tax payroll deduction is used to pay the remainder of the premium. Employees covering dependents with pre-tax payroll deductions are required to sign a payroll deduction agreement (CeleraPro Employee Form CEF18).

## **Polices, Practices & Procedures**

CeleraPro Policies, Practices, and Procedures are documented in this Employee handbook and employee signatures on the last page of this handbook indicate that the employee has read the

handbook and both understands and will adhere to the policies, practices, and procedures documented here.

Companies are required to post Labor Law posters in a common area where all employees can see them. Since CeleraPro does not have staff that work in a CeleraPro facility, and since we cannot post labor law documents in our customer’s buildings, CeleraPro has created a virtual breakroom on its website. CeleraPro.com has a “Breakroom” tab under which all required OSHA, Workers Compensation, Equal Opportunity, and Employee Rights posters are available to all staff members to review and download if desired.

### Employee Required Documents

In addition to reading this handbook and signing and returning the separate receipt and acknowledgement page, all employees complete the following set of onboarding documents which are retained through the life of the staff member’s employment. Some of these documents are occasionally updated which may require re-signing and re-submission. The table below shows the documents that must be on file for all employees.

Sent	Rx'd	CEF#	Form	Comments
		1	Employment Application	
		2	<del>CeleraPro</del> Job Offer	
		3	Business Ethics and Conduct and Drug Free Workplace training and Agreement	
		4	Time Sheet Compliance Training and Agreement	
		5	<del>CeleraPro</del> Employee Information Sheet	
		6	<del>CeleraPro</del> P&UTO Policies	
		7	Confidentiality and Proprietary Information Agreement	
		8	<del>CeleraPro</del> Employee Direct Deposit Form	
		9	DC, MD, or VA tax withholding form	
		10	2020 W4 Form	
		11	I-9 Form (signed with manager to validate proper ID)	Signed with docs in manager presence
		12	<del>CeleraPro</del> HUBZone Resident Policy and Agreement	HUBZone residents only
		13	DC Certificate of Non-Residency	If you live outside DC
		14	Employee ID - Copy of Driver’s License or Government ID with Current Street Address and utility bill > 6 months old	Utility Bill required for HUBZone residents
		15	<del>CeleraPro</del> Employee Handbook and Signature Page (employee gets either the SCA version or non-SCA version)	Sign and return last pg
		16	Employee Consent to Drug and Alcohol Testing	
		17	Employee Reference Check Form (References provided by employee – manager completes the form)	Not for candidate – for reviewer to complete
		18	Dependent Benefits - Pre-Tax Payroll Withdrawal Agreement	Only if Employee is covering dependents
		19	Authorization for Background Check	
		19b	Summary of Your Rights Under FCRA	
		20	DC Transportation Benefit - Pre-Tax Payroll Deduction Enrollment Withdrawal Agreement	
		21	Commitment Agreement	
		22	<del>CeleraPro</del> 401k Loan Policy and Agreement	
		23	UHC Employee Enrollment Kit	
		24	2020 <del>CeleraPro</del> UHC Benefits Guide	
		25	Voya 401k enrollment documents	

## Telework

Telework is not a normal approved action for the team. Telework is only permitted for very special circumstances and only after coordination with the COR and GTMs and prior approval from Chuck and/or Dr. Perini. It is important that you be onsite for your support to the GTM. CeleraPro Telework policy is as follows:

- If the client approves telework for a day, you still need to get CeleraPro management approval. Do not assume telework unless CeleraPro management has given approval
- CeleraPro's contract requires that staff work on-site at the customer location
- Telework is an exception and is not approved without a substantive reason (e.g. sick child)
- Telework must be approved in advance
- Telework is permitted during inclement weather following OPM closure guidelines (only if the employee has a GSA laptop and can work remotely)
- Telework is permitted during Government directed response to a widespread illness (e.g.: widespread flu outbreak, epidemic, pandemic, etc.). If a Government manager directs a CeleraPro staff member to go home due to illness, the staff member may telework if they have a GSA laptop and can work remotely. CeleraPro management must be notified immediately.
- If approved, telework is permitted one day at a time with program manager and COR approval in advance
- Staff that do not report to work at the customer site and attempt to use unapproved telework will be charged vacation time

## Equal Employment Opportunity (EEO) Statement of Policy

Equal Employment Opportunity exists only when the benefits of equal opportunity are genuinely extended to everyone without regard to race, creed, color, national origin, sex, age, handicap, marital status, sexual orientation or affectionate preference. It is effective only where discriminatory practices are not tolerated and where the treatment of complaints is fair and prompt. It is not enough to simply state that an organization is an equal opportunity employer; it must be felt and recognized by all employees as a paramount, effective policy.

It is CeleraPro's policy to recruit, develop and promote employees on a merit basis, without regard to race, creed, color, national origin, sex, age, handicap, marital status, sexual orientation or affectionate preference. We do not tolerate practices that do not support our equal employment policies, no matter how subtle or difficult they may be to detect. All personnel actions such as compensation, benefits, transfers, layoffs, Company sponsored education assistance and social and recreational programs will be administered without regard to race, creed, national origin, sex, age, handicap, marital status, sexual orientation or preference. Each CeleraPro employee has the responsibility to support this program, so that all of us can share in the success of the program.

## American Disabilities Act (ADA) Compliance

CeleraPro complies with Title I of the Americans with Disabilities Act of 1990 (ADA), which makes it illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.



## **Anti-Discrimination and Harassment Statement of Policy**

We are committed to our employees being able to work in an environment that is free of any form of discrimination, including harassment of a racial, ethnic, religious, age – based, or sexual nature. Therefore, harassment is expressly prohibited for any Company supervisor, employee or non-employee to engage in any discriminatory conduct in the workplace. With respect to sexual harassment, Company policy expressly prohibits the following conduct, whether by supervisors, employees, or non-employees.

- Any conduct which threatens or insinuates, explicitly or implicitly, that an applicant's or employee's submission to or rejection of sexual advances, request for sexual favors, or the like, will be used as a basis for any employment decision or will otherwise in any way adversely affect the employment or employment opportunities of any individual.
- Abusive or degrading verbal and physical conduct and physical contact of an offensive sexual nature, including offensive sexual advances, requests, suggestions, threats, or demands for sexual favors, related verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading comments or jokes, unnecessary touching, obscene gestures, or the display of sexually suggestive objects or materials.
- Any conduct which has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- Any off-duty situation where it might be inferred that a supervisor is using his/her work authority to pressure a lower ranking employee.

CeleraPro takes great pride in its people, and we expect that consideration and respect for others will continue to make CeleraPro a great place for all of us to work

## **District of Columbia Family and Medical Leave Act (DCFMLA)**

CeleraPro complies with the District of Columbia Family and Medical Leave Act (DCFMLA) that requires employers with 20 or more employees to provide eligible employees with 16 weeks of unpaid family leave and 16 weeks of unpaid medical leave during a 24-month period. Employees can take Family Leave or Medical Leave.

- Family Leave - Eligible circumstances for family leave under DCFMLA include the birth of a child, adopting a child, or caring for a child in foster care. Caring for a seriously ill family member is also eligible for family leave.
- Medical Leave - Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave. Medical certification and prior notice is required; 30 days for 1-3 days off and 60 days notice for 4 or more days off. An employee is eligible under the Act if she or he has been employed by CeleraPro for at least one year without a break in service, and worked at least 1,000 hours during the 12- month period immediately preceding the requested leave. The one year of service requirement does not need to have immediately preceded the request for leave.

## **DC Paid Family Leave**

Starting on 1 July 2020, CeleraPro staff working in DC will become eligible for the DC Paid Family Leave benefits. The DC Office of Paid Family Leaver (OPFL) is working to define how the benefit will be implemented. More on this topic will be covered as information becomes available. Employees can find additional information at <https://dcpaidfamilyleave.dc.gov/>.

### **Sustainable DC Omnibus Amendment Act**

CeleraPro complies with the Sustainable DC Omnibus Amendment Act. It requires employers with 20 or more employees located in Washington, D.C. to offer commuter transit benefits to their employees. Covered employees include full-time and part-time employees (a) who perform 50% of their work in the District of Columbia, or (b) whose employment is based in the District of Columbia, and a substantial amount of their work is performed in the District of Columbia with less than 50% of their work performed in any other state. Covered employees are eligible for the transit benefit program after 90 days of employment.

CeleraPro's DC worker transportation benefit allows employees to purchase Metro fares on a pre-tax basis up to \$270/month. The employee must sign up through CeleraPro with SmarTrip to obtain a WMATA SmarTrip card on which the funds are electronically deposited.

### **Policy Application, Complaint, and Reporting Procedures**

CeleraPro does not tolerate any type of discrimination or harassment in the workplace. Accordingly, every supervisor must maintain the workplace free of discrimination and harassment, and all employees should adhere to the following procedures.

- If you are exposed to conduct which you find offensive, we strongly encourage that you state your opinion clearly and promptly, rather than inadvertently permitting others to believe that you do not consider the conduct to be offensive. If you believe that such a response is not appropriate, report the problem as outlined below.
- If someone complains to you that a joke or other statement or action on your part is offensive or invasive, you must consider such a complaint as meriting your complete respect.
- If you experience or observe a problem or potential problem involving discrimination or harassment of any kind, immediately contact your supervisor.
- If you do not feel comfortable discussing the problem with your supervisor, or if you believe that the problem involves your supervisor, or if you made a complaint which you believe was not appropriately resolved, you should contact the Human Resources Manager, (see company points of contact on last page).
- All complaints will be handled with confidentiality and there will be no retaliation. An investigation will be conducted and if the complaint is found to have merit, appropriate corrective measures, including disciplinary action, up to and including termination of employment, will be taken if appropriate against harassers.

### **Disciplinary Policy**

CeleraPro has adopted a progressive discipline policy to identify and address employee and employment related problems. This policy applies to any and all employee conduct that the company, at its sole discretion, determines must be addressed by discipline. CeleraPro policy for taking disciplinary action follows a progressive process:



**Verbal Warning:** An employee may be given a verbal warning when a problem is identified that justifies an initial warning such as the employee engaging in unacceptable behavior, or CeleraPro receipt of a complaint or report of unacceptable behavior from a customer or another employee. Verbal warnings are documented and placed in the employee’s personnel file and remain in effect for twelve months

**Written Warning:** A written warning may be given when an employee engages in more serious improper conduct that justifies a written warning, or the employee engages in unacceptable behavior during the period that a verbal warning is in effect. Written warnings are maintained in an employee’s personnel file and remains in effect for twelve months.

Over the course of the twelve months following a written warning, any reports of unacceptable behavior could result in termination of employment by CeleraPro. After a twelve-month period of satisfactory performance with no problem reports, CeleraPro will “reset” the counter and the employee’s performance record will be cleared.

**Termination:** An employee may be terminated when he or she engages in conduct that justifies termination, does not correct the matter that resulted from a written warning, or receives a complaint or report from a customer regarding unacceptable behavior in a twelve-month period from the date of the written warning. While CeleraPro will generally take disciplinary action in a progressive manner, it reserves the right, at its sole discretion, to decide whether and what disciplinary action will be taken in a given situation. Warnings related to the abuse of LWOP are not reset after a one year period.

## **Conflicts of Interest**

**Policy:** CeleraPro strives to provide guidance in identifying and handling potential and actual conflicts of interest involving the foundation. In most instances, conflicts of interest can be avoided simply by continuing to exercise good judgment. The foundation relies on the sound judgment of its employees to prevent many such conflict situations.

### **Classifications:**

- Specific relationships that may create conflicts of interest
- Disclosure and management of conflicts of interest
- Gifts and entertainment that create conflicts of interest

### **Responsibilities of Employees and Possible Actions:**

It is first the responsibility of employees to understand what constitutes a conflict of interest and how to avoid these potentially illegal situations. If an employee suspects that a party is trying to bribe them, or they suspect that some form of a conflict of interest is occurring they are to report the situation to their manager or Human Resources.

## **Ethics Awareness**

**Policy:** To ensure that CeleraPro creates and withstands a suitable workplace for all employees where all moral and ethical dilemmas are handled with respect. In turn, the workplace becomes a location where it is easy to react appropriately and hard to act inappropriately. Setting guidelines for these ethical decisions provides the framework for employees to reference the policy opposed to expending time and energy to resolve issues for each similar and different circumstance.

## **Drug Free Workplace**

Policy: It is the purpose of CeleraPro to help provide a safe and drug-free work environment for our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of the Company.

### **The Company Explicitly Prohibits:**

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

### **Drug Testing:**

The Company will conduct drug testing under any one of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug testing at any interval determined by the Company.
- **FOR CAUSE TESTING:** The Company may ask an employee to submit to a drug test at any time if it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity; unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol; negative performance patterns; or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest the possible use or influence of drugs or alcohol may be asked to submit to a drug and/or alcohol test. Involved in an on-the-job accident or injury can include both the injured party and the employee who potentially contributed to the accident or injury event in any way.

Penalties: If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and including termination of employment. In such a case the employee will be given an opportunity to explain the circumstances prior to any final employment action being taken.

## **Business Ethics & Conduct Compliance**

Every employee is responsible for following the "Code of Business Ethics and Conduct Procedure" established to ensure that employees conduct themselves with integrity, honesty, fairness, professionalism, responsibility, and moral soundness; with freedom from corrupting influence or motive. Government contractors must conduct themselves with the highest degree of integrity and

honesty. Contractors must have a written code of business ethics and conduct, and it must be properly communicated to the employees in order to promote compliance with the code. Contractors must establish a business ethics and compliance training program for all employees, a system of internal controls, and institute disciplinary actions should an infraction occur.

### **Code of Business Ethics and Conduct**

CeleraPro is committed to maintaining the highest standards of conduct in all aspects of work performed and endorses this “Code of Business Ethics and Conduct”. We expect these standards to be maintained by all employees. Business ethics and conduct training is provided to all employees as part of the Initial CeleraPro Onboarding process.

#### **Employees shall:**

- Conduct themselves with integrity, honesty, fairness, professionalism, responsibility, and moral soundness;
- Conduct themselves in an appropriate manner with freedom from corrupting influence or motive

#### **Employees shall not:**

- Accept or offer bribes, gifts or kickbacks to Government or Subcontractor employees
- Misuse their official position in any way
- Present the appearance of impropriety (general rule – a reasonable person in possession of the relevant facts would see anything wrong or improper in the conduct)
- Be involved in a personal conflict of interest
- Submit false or fraudulent information to the Government or Subcontractor

Improper conduct, including conduct found to have occurred as a result of the review of procedures, internal reporting or internal audits, may be grounds for disciplinary action up to and including termination. CeleraPro leadership will work with the Human Resources Manager on concerns related to the violation of the Contractor Code of Business Ethics and Conduct.

### **Appropriate Business Dress Code**

Every employee is responsible for coming to work at the customer site or the CeleraPro office in appropriate business attire. Remember that your attire sets an image and standard for all CeleraPro. Wearing jeans, t-shirts, unprofessional outfits or shoes, and any attire that might be offensive is prohibited. CeleraPro management expects staff members to use common sense in what is expected in the workplace without having to put restrictions on attire. Be aware of the government guidance on their staff and dress appropriately. This goes along with the demand for business ethics and conduct in the job.

### **Security Policy & Procedure**

CeleraPro, as a cleared defense contractor, is subject to the guidelines and regulations set forth in the National Industrial Security Program Operating Manual (NISPOM) DoD 5220.22-M. The NISPOM serves as the operating manual for National Defense Contractors and sets forth the baseline guidelines for adherence to National Defense policy in the protection of National Defense Information and Programs.

The Department of Defense Security Services (DSS) serves as the proponent agency for ensuring contractor adherence to the NISPOM guidelines and further serves to interpret and provide clarification and administrative oversight of the policy and guidelines set forth therein. Chapter 3, Section 1 of the NISPOM dictates, that cleared personnel will be provided Security Training for no less than three separate events.

The Initial Security Training/Indoctrination shall be provided to each employee (prior to being granted access to classified information) where you shall receive training on the following topics:

- Threat Awareness
- Defense Security Briefing
- Overview of Security Classification System
- Reporting obligations and requirements
- Security procedures & duties applicable to the employee's job

The protection of Government assets, people and property, both classified and controlled unclassified, is the responsibility of each and every member of the Department of Defense and contractors, regardless of how it was obtained or what form it takes. Our vigilance is imperative in the protection of this information. Anyone with access to these resources has an obligation to protect it. The very nature of our jobs dictates we lead the way in sound security practices. Anything less is simply not acceptable.

Where appropriate, security guidance beyond the requirements of our clients will be provided by CeleraPro. It is always important to follow the security guidelines and expectations of the specific client,

- Physical security – What procedures are in place to restrict/control personnel access to secured areas
- Personnel Security – Badges, clearances, investigations
- Information Security – Marking and safeguarding of information
- Information Assurance – System security practices, accreditation of systems, prohibited items
- Public Release of Operating Information
- Reporting Requirements
- Regulations

If you ever have any questions regarding Security, please contact your program manager.

### **Time Keeping Policy & Procedure**

All time incurred on work related tasks regardless of when and where incurred should be recorded on a daily basis using the manual timecard process in place. Time must be recorded to the correct task or other action such as sick leave, vacation, holiday, or other guidance. Timesheet accuracy is critical for CeleraPro to track progress, manage contracts, create invoices, monitor cash flow, and stay compliant with the FAR, and other government regulations.

Federal laws provide for both civil and criminal penalties which can be levied against individuals who knowingly make false, fictitious, or fraudulent claims against the U.S. Government.

The purpose of the Time Keeping Policy & Procedure is to establish appropriate guidelines for CeleraPro employees to ensure that they properly track their time expenditures accurately and timely,



in accordance with the FAR and CAS. This Policy applies to all organizational elements of CeleraPro. It is critical to labor charging internal control systems that all employees understand it is their responsibility for accurately recording time charges, and complete preparation. Careless or improper preparation may lead to disciplinary actions under company policies, as well as applicable Federal statutes.

### **Timesheet Completion**

Employees shall follow the detailed instructions for completing employee timesheets, understanding that each employee is personally responsible for:

- Recording and Saving his/her time on a daily basis based on the day labor was incurred, or by 10pm of that workday.
- For time worked on the day of the timesheet period end date, time may be estimated and recorded in the morning of the day to facilitate timely approval and processing of timesheets.
- In cases where the employee will be on leave (i.e. Holiday, vacation, sick leave, or LWOP) the employee should submit documentation for approval prior to taking the time.
- All entries are on an hourly basis only – no quarter or half hours.
- Record all hours worked whether they are paid or not. This is necessary because labor costs and associated overheads are affected by total hours worked, not just paid hours worked.
- Employees shall submit their timesheets at the end of each week or by 10am on the Saturday following the week. Employees must also SUBMIT their timesheets at the end of each pay period (the 15<sup>th</sup> of the month and the last day of the month) for those hours worked between the previous week and current week of the period end. The submission of the final hours of the period is due by the end of business day each pay period end date or by 10am the following day regardless of whether it's a weekday or weekend.

### **Timesheet Corrections**

Timesheet corrections are required any time an error of any type occurs on the timesheet(s). Errors found on timesheet(s) are, but not limited to, incorrect number of hours, incorrect project number, hours recorded on the wrong day, incorrect labor category, etc. The employee should resubmit the timecard with corrections as directed.

### **Supervisor Responsibility**

Supervisors are responsible for approving all timesheets after the employee has *submitted* their timesheet. The approval filing is a legal certification which represents the supervisor certifying that the time recorded is accurate and in accordance with all relevant company policies.

All timesheets need to be approved by close of business day following each period end date (15<sup>th</sup> and the last day of the month), or by 10 am on the second day following the period end date, regardless of whether it's a weekday or weekend.

### **Floor Checks**

DCAA auditors periodically perform physical observations of work areas and inquiries of employees to determine if: (1) employees are at work, (2) employees are performing in their assigned job classification, and (3) employee time is charged to the appropriate job or indirect account. These types of audits are referred to as floor checks. DCAA will perform unannounced floor checks to determine the adequacy and accuracy of the timekeeping system for reimbursement of labor costs under cost reimbursable contracts.

### **Penalties for Labor Mischarging**

Please be aware that the manipulation of charges to a contract may be subject to criminal charges under 18 United States Code (U.S.C.) 1001. Subject to the facts surrounding participation, the following can be liable for the violation:

- Employees who fill in and sign timesheets with any false information.
- Supervisors who approve the timesheet with the knowledge that it contains false information.
- Managers and officers who know those facts and make the claim anyway by submitting the invoice based upon the false timecard.
- The company, in a case where the falsification is known by individuals who submit or who have authority to submit or disapprove the submission of invoices, or who are of a sufficiently high enough level in the company that the court will impute their knowledge to the corporation.

There does not have to be a direct contractual relationship between the Government and the employee who submitted the false timesheet for the employee to be liable. A person may be liable even though he or she did not submit the fraudulent claim presented to the U.S. Government.

## **Travel & Other Expenses**

\*\*See Supervisor for details

**Cash Reimbursement:** Should an employee need to use his/her personal cash or credit card for company purchases, they must provide proper documentation (receipt) in order to receive reimbursement. Approval of costs will be based on actual Per Diem guidance for the location provided by the GSA government travel office.

**Mileage:** In order to receive reimbursement for mileage, employees must complete the CeleraPro Expense Report. CeleraPro reimburses mileage at the current rate per mile stated in the Federal Travel Regulations (FTR). Expense reports will be processed within two weeks of submittal.

## **Termination of Employment**

All employees of CeleraPro are employees at will and, as such, are free to resign at any time without reason. CeleraPro, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in these guidelines or any other document provided to the employee is intended to be, nor should be, construed as a guarantee that employment or any benefit will be continued for any period of time.

The purpose of the guidelines is to provide employees with general information regarding company policies and procedures. The company may change or modify its policies from time to time as it deems necessary.

Pay out for accrued vacation for SCA employees follows the McNamara-O'Hara SCA requirements.

## **Compensation**

### **Pay Periods**

All employees will be paid at the end of each pay period, and there are 24 pay periods per calendar year (two per month). Each pay period ends either on the 15<sup>th</sup> of every month, or the last day of every month. The work week is a seven (7) day period which starts at 12:01 A.M. on Monday and ends the following Sunday at midnight.

### **Direct Deposit of Pay**



Direct deposit of pay is available to all employees. Employees must provide a voided check to Accounting upon the completion and submission of new hire paperwork.

**401K Loan Policy**

CeleraPro has established a mechanism by which employees enrolled in its 401k retirement program can borrow program funds which are paid back into their own account. Note that there is an associated fee with the 401K loan which is imposed by the record keeper, Voya. It is strongly advised that employees understand the associated interest and fees and consider only using these 401K loans for emergency purposes. Loans are subject to Voya guidelines, and loan repayment with interest comes out of the employee’s pay check each pay period until the loan is paid off.

If an employee terminates their employment with CeleraPro for any reason, voluntarily or involuntarily, the loan must be paid in full immediately or it will be treated as a 401k withdrawal and be subject to an IRS tax penalty at the employee’s regular taxable rate plus 10%. CeleraPro will not continue making the loan payments and Voya will not send payment coupons. Upon notification of termination, the employee will be given the option of paying the loan with the proceeds of their last paycheck (if those proceeds cover the remainder of the amount owed) which would remove the tax consequence of not paying the loan off.

**Company Information**

**Official Points of Contact:**

CeleraPro Function	Name	Title	Phone	Email
Business Operations	Dr. Remo Perini	President and Chief Innovatiopn Officer	571-239-4900	Remo@CeleraPro.com
Contracts Management	Mr. Chuck Steele	Director Programs	703-975-7095	Chuck@CeleraPro.com
Backroom Support and Human Resources	Ms. Atosha Buhendwa	Assistant Manager	703-349-9809	Atosha@CeleraPro.com
Website and IT	Mr. Patrick Rittenhouse	Publicity and Marketing Manager	301-905-7897	Pdee999@gmail.com

**Office Location:**

CeleraPro, LLC  
 1712 Clubhouse Rd, Ste 124  
 Reston, Virginia 20190  
 Office: 202-844-2500 and 202-844 2599

**Website:** [www.CeleraPro.com](http://www.CeleraPro.com)

## Acknowledgement of Receipt, Reading, Understanding, and Complying with the Employee Handbook (Rev 6.4)

My signature below confirms receipt, understanding, and agreement to comply with the policies, and procedures contained in the CeleraPro LLC Employee Handbook version 6.4.

I have read and understand the policy and procedures within the handbook, and will adhere to these policies and process at all times. If I have any questions, I will direct them to my supervisor or CeleraPro leadership. I further understand that this handbook is not a contract, express or implied, guaranteeing employment for any specific duration, and the information in this handbook are guidelines only and are subject to change at the sole discretion of CeleraPro, as are all other policies, procedures, benefits, and other programs of CeleraPro.

Electronically sign below by clicking on the X:

X

Employee Signature

Once you have read and signed the docunmet, save it with your name amended to the current file name like this: **15. CeleraPro SCA Employee Handbook – v6.3 – First Last**

Send the signed handbook to Mr. Steele and Ms. Buhendwe asap and keep a copy for future reference.