

# PRISM

## Tradeshow Services

Company Manual

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## Letter from the President

It is a distinct privilege to welcome you to the Prism Tradeshow Services and to express my sincere appreciation for the work that you do. This company relies profoundly on its staff members to manage the complex and varied operations of our daily existence. Whether you come here as office staff or as part of our show crew, please know that you play an invaluable role in the life of our business. I am delighted and proud to welcome you to Prism Tradeshow Services.

Darren Skaleski  
President & Owner

# About Prism Tradeshow Services

Prism Tradeshow Services, located in Barrington, Illinois has the distinct honor of having served 24 major clients for 247 tradeshow in seven states over the last five years. Prism offers a complete range of services for companies participating in trade shows. We handle

- Booth Design
- Signage
- Traffic Flow
- Material Handling
- Coordination with union labor
- Coordination with transportation companies
- Trade show organizer liaison
- Fixture and furniture rental
- Carpet rental and installation
- Multimedia presentations
- Graphic Design
- Video and computer rental
- Brochures and flyers
- Decorating & floral services
- Food and Beverage Services
- Booth models and demonstrators
- Post-show tear-down
- Assistance with insurance claims if required

We work with large and professional organization, doing our best to insure our client makes the best impression possible. We travel anywhere in the world that our services are required and will be available to work a job anywhere from one day to over one year.

## Using This Book

### Using Your Supervisor as a Resource

Your supervisor is your key resource person concerning Prism Tradeshow Services' policies and procedures. If you have any questions about which policy applies to a particular situation, consult your supervisor for clarification. Your progress on the job is one of your supervisor's most important concerns. Never hesitate to ask questions or seek your supervisor's advice and guidance.

This book is issued to all employees after they are hired and when their probationary period begins. You should read and familiarize yourself with the contents contained herein and understand what is expected of you as a member of the Prism Tradeshow Services team. You also should keep this book handy so that you may always refer to it when there is a question.

From time-to-time you will be issued updated pages which supercede existing pages; the old should be removed and replaced with the new. You will be asked to initial a log to indicate you have received updated pages which will allow management to verify that all employees have a record of policy updates.

The following section of this handbook briefly describes some of the preliminary procedures and payroll practices of our company. Check with your supervisor if you need more detailed information.

### Equal Employment Opportunity

Prism Tradeshow Services recruits, hires and promotes employees and prospective employees on the basis of individual merit and without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, veteran status or other factors irrelevant to participation in the goals of our company. This policy includes Prism's commitment to maintain a work place free from sexual harassment or illegal discrimination of any nature. The owner is responsible for coordinating adherence to this policy and related federal, state and local laws and regulations. If you have a complaint of illegal harassment or discrimination, it should ordinarily be taken to your supervisor. Employees and applicants can raise concerns and make reports without fear of reprisal, intimidation, threats or coercion. Your complaint will be investigated on a timely basis and in a confidential manner. If you have a disability and identify yourself as disabled, we invite you initiate the accommodation process, which may include submitting medical documentation and suggesting reasonable ways in which the work environment at our company can better accommodate your disability. Your submission of this information will be kept confidential except where necessary for job performance purposes such as working out appropriate accommodations, restrictions in activities, or problems of safety. Direct your questions to your supervisor.

## Starting Your Job

When you are hired you should have been given an **information packet** regarding office hours, parking, dress code, emergency phone numbers, location of fire exits and fire extinguishers, instructions for use of company telephones and copying equipment. Also included are your state and federal tax forms, your applications for insurance coverage and a request for your personal emergency contact information. Please have these forms filled out and ready to submit when you start work for the first time. If you did not receive all of this information please contact your supervisor.

### New Employee Orientation

To help you become familiar with your new job surroundings, we offer a New Employee Orientation program, designed to provide essential information about our facility, our employee benefits, policies and procedures. You will be notified of your orientation schedule shortly after you begin your employment. Additional information is available from your supervisor. In addition, your supervisor will explain your department's procedures and your specific duties.

### Probationary Period

An employee's probationary period will last three months. The probationary period is a time you should use to learn about your job and become familiar with your new surroundings. During this time, your performance will be closely evaluated by your immediate supervisor to ensure that you know and meet expected standards.

### Benefit Eligibility

Depending on your employment category, you may be eligible for a variety of benefits as an employee of the University of Chicago. See the **For Your Benefit** section for details.

### Payroll Schedules

All employees are paid biweekly.

If you are paid on an hourly basis, you will be paid every two weeks. The pay period lasts two weeks and begins on a Sunday and ends on a Saturday. You will receive your paycheck on the Friday following the close of a pay period.

### Working Away from the Office

If you are called upon to work away from the office for any length of time you must submit your hours and absences to your supervisor on a regular schedule as laid out when beginning your assignment. You must provide a list of email addresses, phone and fax numbers where you can be reached while on assignment. Failure to keep in touch on a regular basis is grounds for disciplinary action or discharge.

### Expenses and Company Credit Cards

All employees accruing expenses to be charged to the company or using company credit cards must make a weekly expense report submission to your immediate supervisor. The Prism expense report allows for detailed explanations of charges and activities. Failure to report usage of company funds whether real or credit is grounds for disciplinary action or discharge. In the

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event that an employee is discharged, any commission payment or salary due to the employee will be withheld equal to any outstanding debt the employee has accrued in the company name.

### Employment Categories

Your employment category is determined by the number of hours you are scheduled to work and the duration of your position. The principal categories are:

- Full-time regular. If your position is one that Prism Tradeshow Services anticipates will exist one year or longer and if you are scheduled to work at least 35 hours per week, you are eligible for full staff benefits.
- Part-time regular. If your position is one that Prism Tradeshow Services anticipates will exist for one year or longer and if you are scheduled to work at least 20 hours per week but fewer than 35 hours per week, you are eligible for most benefit programs. You are not eligible for tuition reimbursement. If you are scheduled to work fewer than 20 hours per week, you will not be eligible for any benefits.
- Temporary. If Prism Tradeshow Services anticipates that your position will exist less than one year, you are considered temporary. Regardless of the number of hours you work, you will not be eligible for benefits.

## On the Job

### Time Records

If you are paid on an hourly basis, you will be provided with timecards to record the actual hours worked for each pay period. You are responsible for keeping an accurate and complete record of your time. No one else may enter your time on your card. Your signature on your timecard is your certification that the hours entered on the time card are accurate. This timecard must be signed and forwarded to your supervisor on a biweekly basis. After reviewing the timecard and resolving any discrepancies, your supervisor will sign the form and forward it to payroll for processing. Your supervisor will inform you of any special procedures within your department.

If you are paid on a salaried basis, you must submit a monthly absence report to your supervisor on the last working day of each month. As an exempt employee, time off must be recorded in whole days.

Please ensure that your actual time worked and leave time taken are recorded accurately. Falsification of a time record is a breach of Prism Tradeshow Services policy and is grounds for disciplinary action, including discharge.

### Overtime

On occasion, you may be required by your supervisor to work more hours than your normal schedule. Hourly employees are paid at the rate of 1 1/2 times the regular hourly salary for time worked in excess of a 40-hour week. You receive 1 1/2 times your regular hourly salary if you work on an authorized Prism Tradeshow Services holiday. Prism Tradeshow Services and personal holiday hours, sick leave and vacation hours are not counted as time worked in computing overtime for the week. Salaried employees do not receive overtime pay. Hourly employees may not work any overtime without the consent of their supervisor.

### Reporting Absences

An employee is considered absent if he or she is not present for work as scheduled, regardless of cause. If you must be absent from work, you must notify your supervisor in accordance with your department's call-in procedure. If your department operates on a 24-hour schedule, you should call no later than two hours before your scheduled starting time. Failure to call as required, unexcused absences and excessive excused absences may result in appropriate corrective action, including discharge.

### Access to Personnel File

Current or former employees or their representative, upon making a request to management, may review certain specified personnel records at reasonable intervals. If you want to inspect your personnel records, please make a written request to your supervisor to schedule an appointment to review your records.

### Employment of Relatives

Prism Tradeshow Services permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of Prism, create actual or perceived conflicts of interest. Prism Tradeshow Services feels that a work environment that allows family members to work together creates a hospitable atmosphere and engenders a greater sense of responsibility toward ones' performance.

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## Change in Personal Status

If you change any personal information relating to your employment records, such as your name, address, phone or marital status, notify your supervisor. Inaccurate information often leads to problems such as delayed checks and benefit reimbursements, or delays in contacting you or your family in the event of an emergency.

## Personal Business

All non-job-related business must be conducted outside of your working time. Friends, relatives, and others are asked not to visit the work area during working hours.

## Conflict of Interest

Like other corporations, Prism Tradeshow Services expects you to avoid involvement in activities which might conflict, or appear to conflict, with your professional responsibilities. These situations can create an appearance of impropriety, or where government funds are involved, violate the law. Prism Tradeshow Services has printed some basic guidelines to which you can refer in evaluating potential conflict situations. You can obtain a [copy of these printed guidelines](#) from your supervisor. No set of rules or guidelines can cover all the varied circumstances that may arise. We depend on your good judgment in handling these matters. If you have any questions concerning this policy or its applications, contact your supervisor.

## Property of Designs, Blueprints or Layouts

Under Prism Tradeshow Services policy, any design, blueprint, or layout you make which results from research or other activities carried out at the Prism or with the substantial aid of its facilities or funds administered by it shall be disclosed to Prism, shall be the property of Prism, and shall be assigned to Prism or an organization designated by Prism, usually the client on whose job Prism is working. Also, any work made for hire, i.e. work done within the scope of your duties, shall similarly be the property of Prism. Even if you are uncertain about the value of or whether Prism has rights to any piece of intellectual property, you should file a disclosure as described below and receive a written response from Prism.

If you think your design, blueprint or layout should be exempt from this policy, you may present a case to the owner to have your design, blueprint, layout, or text become your sole property, with no ownership interest on the part of the University.

This policy does not apply in any situation where the Illinois Employee Patent Act or other law does not permit Prism to require that rights be assigned to it.

You should disclose any of your designs, blueprints, layout or text to your supervisor, to whom all questions should be addressed regarding this policy.

## Information Systems Security

Prism Tradeshow Services information technology systems and the information served by those systems are valuable and vital assets. The Information Systems Security Policy includes all computer systems (hardware and software), communication systems (networks, telecommunications, video and audio broadcast systems), and information (data, text images, etc.) in any form, on any media. Users of information resources are responsible for knowing about appropriate and ethical use of information in all environments they access, protecting the information they are using from corruption or unauthorized disclosure, working in such a manner

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as to consider the access rights of others, and following standard guidelines concerning the use and non-disclosure of passwords and other means of access control.

### Solicitation

In order to avoid disruption of its activities, Prism Tradeshow Services prohibits solicitation for any purposes during working hours. Prism also prohibits the distribution of literature or other materials during working hours.

### Phone Calls

Prism Tradeshow Services requests that you limit the amount of personal calls placed during working hours. Also, please ask your family and friends not to call you at work, except for emergencies. Use of personal cell phones during working hours for non-business activity is also discouraged. Telephone abuse can be a cause for corrective action, including discharge.

### Substance Abuse

Prism Tradeshow Services recognizes both alcohol and drug abuse as potential health, safety and security problems. You are expected to cooperate in maintaining an environment free from the effects of alcohol and other drugs. Prism Tradeshow Services prohibits all employees from the unlawful manufacture, possession, use, distribution, sale or purchase of alcohol and illicit drugs on Prism premises or as part of any Prism activities, and from working under the influence of alcohol or illicit drugs. The only exception applies to moderate consumption of alcohol at approved Prism functions for individuals of legal drinking age.

From time-to-time employees may be subject to random drug testing as required by contract between Prism Tradeshow Services and clients thereof. Employees must be willing to submit to said tests or face discharge. Employees endeavoring to falsify or alter the tests or impede communications of the test results will also face discharge.

Prism Tradeshow Services will assume all expenses for testing, transportation to and from a testing facility and will pay the employee for time taken from work hours to conduct these tests. Alternatively, a drug testing agent may be given access to Prism facilities for the purposes of conducting said tests.

### Sexual Harassment

Prism Tradeshow Services is committed to maintaining a work place free from sexual harassment and will take all necessary actions to insure a professional and non-discriminatory work environment. Sexual harassment by any member of the Prism Tradeshow Services community is prohibited. This prohibition addresses opposite- and same-sex harassment and includes harassment by peers as well as by supervisory personnel. Sexual advances, requests for sexual favors, or sexually-directed remarks or behavior constitute sexual harassment when: 1) submission to or rejection of such conduct is made, explicitly or implicitly, a basis for assignment or promotion, or a term or condition of either; or 2) such conduct directed against an individual persists despite its rejection; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's professional performance by creating what a reasonable person would view as an intimidating or hostile environment.

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## Criminal Convictions

All employees must be forthcoming regarding any record of criminal convictions. Certain clients may prohibit a convicted individual from participating in work for a given contract; as the contract terms are legally binding, Prism must be forthcoming and truthful about employee history.

That said, Prism will endeavor wherever possible to make available all opportunities to employees with criminal conviction history.

## Violence

Violence committed in the workplace is grounds for immediate discharge. No individual may threaten, intimidate or harm directly or indirectly another employee, guest or client in or around Prism facilities or workplace in which Prism has been hired. Employees and witnesses to any such activities are obligated to report it to their supervisor or the owner.

## Weapons

Any object viewable as a weapon (including but not limited to clubs, edged weapons or stabbing weapons; firearms of any kind) is not permitted in or around Prism facilities or any workplace in which Prism or its employees is engaged for service. The exception to this rule is if Prism is engaged in security of its own or a client's person or facility and the possessor is licensed to carry firearms.

## Lunch and Breaks

You are entitled to an unpaid lunch break if you work at least six hours in a day. Your supervisor will schedule lunch based on the staffing requirements of your department.

Breaks or rest periods are normally provided and your supervisor will advise you of the provisions in your department as they apply to your position.

## Smoking

It is hoped that any Prism Tradeshow Services employee that smokes will seek avenues to quit. Not only are there financial and health benefits, but the insurance premiums of Prism Tradeshow Services are improved by having a non-smoking staff.

That said, smoking is prohibited in the Prism Tradeshow Services office, but is permitted in Prism warehouse facilities. While on the job at convention centers or customer facilities, all employees will obey local regulations regarding smoking.

## Direct Deposit Program

Prism Trade Show Services does not offer direct deposit of employee paychecks at this time.

## Garnishments and Wage Assignments

Prism Tradeshow Services will deduct from your wages the amount demanded by court order under state law.

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## Performance Appraisal

At least once a year, you and your supervisor should meet to discuss your recent job performance. These sessions are intended to provide you with information about how you can improve your performance and to let you know when you have done a good job. You can also discuss your personal career goals with your supervisor and explore the ways in which you can realize your goals.

## Promotions and Transfers

Prism Tradeshow Services makes every effort to fill vacant and new positions from within if qualified employees are available. Normally, you may apply for consideration for a vacant position after completing your initial probationary period. Requests for exceptions should be made to and reviewed by your supervisor.

Available positions are posted each week electronically on the Prism website. If you are interested in bidding on posted positions, follow the instructions on the posting notice. Your application will be considered based on your qualifications and your present ability to perform the job.

## Seniority

Seniority is the length of your continuous service at Prism Tradeshow Services. Seniority may be considered in determining choice of vacation and holiday scheduling, in staff reduction decisions, and in eligibility for certain benefits. You lose your seniority if you:

- Resign or are discharged
- Do not return to Prism position within 30 days after the expiration of an approved leave of absence.
- Do not return to Prism position within 30 days after the expiration of a layoff period.

You do not lose your seniority because of the following absences:

- Illness or surgery
- Approved leave of absence
- Military service
- Jury duty
- Layoff, provided you obtain another position within the time provided for layoff status
- Family Medical Leave of Absence (FMLA)

## Safety

All of us at Prism Tradeshow Services share the responsibility of insuring the safety of all persons within the company. Whenever you note something that appears to be a hazard, let your supervisor know what the problem is so that they may work to remedy the situation or inform the owner. Also, depending on the nature of your work and assigned duties, you may be required to attend various safety training programs and to comply with the safety procedures in these programs. You, your supervisor, and any other relevant staff will work together to insure that you understand and follow the procedures that apply to you. If you need further information about safety or emergency procedures, you can ask your supervisor.

- Safety Programs – Prism Tradeshow Services will maintain a **record of important safety issues** which all employees must observe, whether in Prism facilities, in company vehicles or at client locations.

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- Disciplinary Policy – Employees that fail to observe Prism tradeshow policy regulations must submit to retraining. Repeated failure can be met with job reassignment, disciplinary action or discharge.
- Hazard Communication – all employees and supervisors are obligate to make all fellow employees aware of any potentially hazardous situation.
- Safety Orientation & Training – Prism Tradeshow Services will hold a monthly workshop on safety issues. All employees must attend these and supervisors must record employee participation in their **personnel files**.
- Emergency Response Plan – **Emergency response plans** will be issued to all employees and supervisors and will be posted in prominent positions in office and warehouse locations.
- Accident Investigation / Reporting – any accident involving Prism employees or equipment or client equipment or facilities will be investigated by Prism management and agents of Prism's insurance companies. Reports will be filed in company records and will be forwarded to corresponding regulator or governmental agencies.
- Personal Protective Equipment – Prism Tradeshow Services will issue to all employees any required safety equipment such as, but not limited to steel toed work boots, work gloves, hernia belts, hard hats, wrist braces, earplugs, goggles or protective breathing equipment.
- Inspection and Housekeeping. All employees are expected to participate in keeping Prism and client facilities in an orderly fashion. All employees, from the owner to new workers, must pick up any uncollected rubbish or waste in Prism or client workplace locations. Failure to do so may lead to disciplinary action.
- Attendance of OSHA-10 Courses – Employees directed to work at client facilities or tradeshow locations may be required to attend OSHA-10 courses. Copies of **completion certificates** must be submitted to your supervisor for your permanent record.

### Progressive Corrective Action

The progressive corrective action procedure is designed to identify and correct problems that may affect your work performance or the overall performance of your department. This process provides you and your supervisor with an opportunity to talk about specific problems, to determine when and how these problems can be corrected, and to agree to set goals and follow-up dates.

Progressive Corrective Action refers to these steps:

- Step 1 - Counseling and/or verbal warning
- Step 2 - Written warning
- Step 3 - Suspension
- Step 4 - Discharge

Depending on the situation, steps 1, 2 or 3 may be repeated, skipped or not followed in sequence. Each case is considered on an individual basis by the department with the input of the owner. Prism Tradeshow Services retains the right to terminate your employment at any time for any reason not prohibited by law, without prior notice. In the case of serious infractions, you may, for example, be suspended and/or discharged on the first offense. Such serious infractions include, but are not limited to the following:

- Insubordination
- Unauthorized possession or concealment of weapons while on the premises, at a customer facility or at a trade show venue.

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- Possession, use, sale, or purchase of non-prescribed drugs and intoxicants on Prism premises; working under the influence of alcohol, illegal drugs or intoxicants.
- Fighting or other inappropriate conduct while on the premises
- Theft
- Destruction of Prism property
- Sleeping on the job
- Falsification or improper alteration of records, including time cards and time records
- Mishandling or careless treatment of customers
- Disclosure or misuse of confidential information
- Misuse of the University's electronic information systems.

## Termination Procedure

When you leave the employ of the Prism Tradeshow Services , all Prism property including keys, pagers, books or manuals, and computer equipment must be returned before you can receive your final paycheck.

Upon termination of employment, you will, provided you satisfy the eligibility requirements, receive all unused accrued vacation and any unused personal holiday time that has been accrued in the calendar year to date.

If you decide to leave your job, you should give enough notice to allow your department to obtain and train a replacement. This is usually at least two weeks if you are paid biweekly and one month if you are paid monthly.

## Job Abandonment

If you fail to report for work without notifying your supervisor of your absence for three or more consecutive workdays, it will be considered job abandonment. If you have abandoned your job, you will be terminated and ordinarily not be eligible for rehire. Failure to call in for any absence may result in appropriate corrective action.

## Employee Complaint Procedure

Problems occur in any organization. For example, you may have concerns about interpretation or application of Prism policies, or you may disagree with a corrective action taken. You are encouraged to bring your concerns to your supervisor's attention. In most cases, difficult situations or problems are best addressed in a private discussion with your supervisor.

If you and your supervisor cannot come to a satisfactory resolution, you may seek the assistance of the owner. An fellow staff member will, at your request, review the matter and guide you through the complaint process. Your job will not be jeopardized because you exercised your right to pursue a resolution through this procedure.

## Compliance with Prism Policies and Procedures

Prism Tradeshow Services expects its employees to perform their duties and responsibilities in accord with Prism's policies and procedures (including, but not limited to, all policies relating to business integrity and the accounting and expenditure of all funds, including all advances, petty cash and other funds). An important element supporting Prism's expectations is to provide various mechanisms to assist and encourage employees in coming forward in good faith with reports or concerns about compliance with Prism policies or procedures.

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If you have a question about the propriety of any practice under the policies and procedures or become aware of potential or actual material violations, it is incumbent upon you to seek guidance from or report violations to your immediate supervisor, or the company owner. Such good faith reports or inquiries may be made without fear of reprisal or retaliation.

### Re-Employment of Former Employees

Former employees may be eligible for re-hire, depending upon the terms of termination. Former employees seeking to be re-hired must go through the normal application process.

## For Your Benefit

### Paid Absences

If you are a regular full-time employee, or a part-time employee working at least 20 hours per week, you will be eligible for paid leave days. When you need time off, make arrangements with your supervisor in accordance with your department's procedures. The following sections give the details for paid time off.

### Holidays

You receive seven days off each year in observance of official Prism holidays. They are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas.

You are eligible for these holidays as soon as you are hired. The only requirement is that you work the scheduled day before and the scheduled day after the holiday except when your absence is excused by your department.

If the holiday falls within your scheduled vacation, you will be granted an additional day of vacation or you will retain the vacation day for later use.

If your department operates on a Monday through Friday schedule, a holiday falling on Saturday will be observed on the preceding Friday. When the holiday falls on Sunday, the following Monday becomes the regular holiday. If you work in a department that has a seven-day schedule, the holiday will be observed on the actual day of the holiday.

Normally, if you are not required to work on a holiday, you will receive your regular pay for the day. If your schedule is irregular or part-time, your holiday pay will be equal to 1/5 the number of regularly scheduled hours in your workweek.

If you are paid hourly and are required to work on a holiday, you will receive 1 1/2 times your regular rate of pay for the hours actually worked on the holiday. If you are required to work on a holiday that falls on your day off, you receive double-time pay for the hours actually worked on the holiday. In addition, if you work on a holiday, you will receive another day off with pay within 30 days before or after the holiday; if your department cannot schedule another day for you to take off, you can receive pay in lieu of the time off. Holiday hours paid, but not worked, on what would have been your regularly scheduled workday will not be computed as hours worked in determining overtime for the workweek.

If a holiday falls on your day off, you will receive pay for the holiday, but the hours paid will not count towards overtime for the week.

If you are paid on a salaried basis and are required to work on a holiday, you will not receive extra compensation but you will be granted another day off, to be scheduled with your supervisor's approval.

### Personal Holidays

You receive five personal holidays per calendar year. You accrue two personal holidays on January 1, and one each April 1, July 1, and September 1. If you are in an out-of-pay status (e.g. leave of absence, lay-off, etc.) on these days, you will not accrue the personal holiday for that date.

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You must complete three months of service before you can use an accrued personal holiday. You must use your remaining personal holidays within the calendar year in which they were accrued. You cannot carry a personal holiday forward into the next calendar year. Supervisors are encouraged to accommodate employees desiring to take a personal holiday on Martin Luther King's birthday. You must schedule your personal holidays in accordance with your department's procedures.

You will be entitled to payment in lieu of a day off only if the department is unable to schedule time off before the year's end and you have requested the day according to departmental rules and procedures. Personal holiday hours paid are not computed as hours worked in determining overtime for the workweek.

If you have completed three months of service and terminate your employment, you will be paid for any unused personal holidays accrued within the calendar year of employment.

### Vacation

Regular benefit-eligible employees who work 20 hours or more per week and have completed twelve (12) months of employment are eligible to begin using vacation time with pay from the date of the employee's first anniversary. Although you receive monthly vacation accrual credits during your first year of employment, you will not be entitled to receive paid vacation time until the completion of one year. At the end of one year of employment, your vacation credits will be made immediately available to you. Up to one week of vacation credits may be borrowed, with departmental approval, after six (6) months of service, however any borrowed vacation pay must be deducted from your final paycheck if you leave the University within your first year of employment.

Each month you accrue 1/12 of your annual vacation hours. Your annual accrual rate is equal to three standard work weeks. Employees with eight or more years of continuous service accrue vacation at the rate of four weeks per year. When you complete 20 years of continuous service you are entitled to five weeks of vacation per year. You do not accrue vacation time during any month that you are in an out-of-pay status or on sick leave for more than one-half of the scheduled working hours. You may accrue up to a total of 1 1/2 times your annual accrual. After you have reached this maximum accrual, you will not earn or accrue any more vacation hours until you have used some of your accrued vacation. For example, if you accrue three weeks of vacation per year, your maximum accrual will be 4 1/2 weeks.

You must submit your vacation schedule in advance following your department's procedures. Your supervisor may approve or deny your request based upon departmental needs and staffing levels required.

The maximum amount of vacation that you ordinarily may use in a continuous period is the amount that you accrue in one year.

In order for you to receive pay for your vacation in advance, your department must receive your request in sufficient time to process the request through the payroll department. Normally this requires at least two weeks.

### Sick Leave

Prism's sick-leave plan protects you against loss of income due to illness. Your sick-leave allowance is applicable only to absences due to your own illness or injury.

Although your sick-leave accrual begins upon employment, you are not eligible for sick-leave pay until you have completed three months of service. Each month, you accrue 1/6 of your work

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week. There is no limit to the number of hours you can accrue during your employment at Prism. If you are a part-time employee your sick leave will be pro-rated based upon the number of hours that you work per month. You do not accrue sick leave for any month in which you are in out-of-pay status or on sick leave for more than half the month. Should your employment at Prism terminate, you will not be paid for any unused accrued sick leave.

If you are ill, you must notify your department in accordance with its call-in procedures. If you are absent for more than three days, or if your supervisor has questions concerning your sick leave, you may be required to provide certification of your illness. If you fail to certify your illness, sick pay will be disallowed and may result in corrective action. In appropriate cases, Prism also has the right to require a medical examination at its cost by a physician of Prism's choice in order to verify the diagnosis and prognosis of the illness.

If you are a full-time employee eligible for sick leave with pay, you may use your accrued sick leave for routine doctor's appointments. If you use your sick-leave allowance for this purpose, you must inform your department supervisor at the time the appointment is made. Your supervisor must approve your absence in advance of your scheduled appointment.

Remember that Prism depends on your regular attendance.

### Bereavement Pay

In case of a death in your immediate family, Prism will pay you for a period of up to three days. If you must travel 500 miles or more each way to attend the funeral, you will be paid for a fourth day, if needed.

You become eligible for this allowance after three months of service if you are regularly scheduled to work 20 or more hours per week.

Immediate family includes parent or foster parent, spouse, Prism registered domestic partner, child, brother, sister, mother-in-law, father-in-law, grandmother, grandfather, or grandchild.

### Jury Duty

When you are summoned to appear for jury duty, notify your department immediately. On those days when you do not have to appear in court, you must report to work to become eligible for your pay.

Prism will continue your salary during your active period of jury duty. You may also keep the court's compensation and reimbursements for travel expenses.

### Voting

You may take up to two hours to vote in your home district, but are encouraged to schedule your time to minimize inconvenience to customers and fellow workers. You can be paid up to two hours for such an absence. You must get approval from your supervisor at least two working days in advance.

In order to ensure payment for these hours, you must show your valid voter registration card to your supervisor, state why you need the time off and that this time will be used for voting purposes only.

If you are to serve as a judge, clerk or official watcher at an election poll, you may be granted time off without pay with prior approval from your supervisor at least two workweeks in advance.

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## Leave of Absence (LOA)

You are eligible to apply for an unpaid leave of absence if you have been a regular employee of Prism for at least one year and scheduled to work 20 hours or more a week. Your supervisor will make a decision on your leave request. Your request for leave will be reviewed based on your reason for the request, your previous attendance record, previous leave requests and the impact your absence will have on the department.

Authorized leaves for illness or disability begin after you have exhausted accrued sick leave, vacation and personal holiday time. Personal leave, if granted, begins after vacation and personal holiday time have been used.

Your supervisor can tell you which benefits can be continued during your leave. If you wish to continue your benefits, you must arrange for this directly with your supervisor.

If you request a leave of absence for personal reasons, your department, with the advice of your supervisor, will decide whether your position will be held for you, or if you can be assured that a position will be made available for you upon your return. You should obtain a copy of the [leave of absence request form](#) after it has been completed and signed by all parties concerned. It is your official statement of any assurances that are made by Prism in your behalf.

## Family and Medical Leave (FMLA)

Upon request, Prism will grant a leave under the Family and Medical Leave Act (FMLA) for up to 12 workweeks for any given 12 month period, provided you have been employed at Prism for at least 12 months and have worked at least 1250 hours during the previous 12 month period. Family and Medical Leave may be taken for childbirth, care of a newborn as a result of adoption or foster care, a serious health condition affecting yourself, your spouse, your University-recognized domestic partner, your parent or your child. Your position will be held open during FMLA leave. To request a leave under FMLA, contact your supervisor to secure the appropriate leave request forms. For further information, contact your supervisor or the owner.

## Military Leave

If you are active in the military reserve or National Guard and you are called to active duty, you have several options for taking leave from your Prism position. Your Prism supervisor can provide you with more specific information. When you are called for active duty, you must notify your supervisor immediately of the date you are to report.

## Medical & Dental Insurance

If you are a benefits-eligible employee, you may choose to participate in our medical and dental insurance programs. You may select coverage for yourself, your spouse or Prism approved same gender domestic partner, and your eligible dependents. For a description of coverage and premiums, please refer to the [Summary Plan Description](#) for each plan, available from your supervisor.

If you do not enroll in a medical or dental plan within 31 days of benefits-eligible employment, you ordinarily may not enroll until the next open enrollment period.

Under the federal COBRA law, when you leave Prism and your medical or dental insurance terminates, you and your covered dependents may be allowed to continue your individual or family coverage for a specific period of time by paying the full cost of the plan plus an administrative fee. Eligibility requirements and terms for continuation of coverage under the

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federal COBRA law are outlined in your medical plan Summary Plan Description. If you are eligible for continuation of medical and/or dental coverage as mandated by COBRA law, and you wish to enroll, you must notify our COBRA Administrator within 60 days from the time you are notified of your eligibility. For further information regarding continuous health coverage under COBRA, please contact your supervisor.

### Group Term Life Insurance

You may elect to participate in and select an amount of Group Term Life Insurance. Prism provides basic coverage at \$12,000 for full-time employees and \$6,000 for part-time employees. You may purchase additional coverage to provide total coverage equal to one, two, three, or four times your annual benefits eligible salary. Your premium depends on your age and the amount of coverage that you select. You may begin coverage within your first month of work. You may reduce or cancel coverage at any time. If, after 31 days of employment, you wish to increase your coverage, you may be required to provide proof of insurability. If you do not elect coverage at the time of benefits eligible employment, you will be required to furnish proof of insurability and seek approval for coverage.

### Personal Accident Insurance

You may elect to insure yourself and your family for covered accidents that result in dismemberment, loss of sight, or loss of life. Your Personal Accident Insurance premium depends on the amount and level of coverage you select. You may change your coverage at any time.

### Training

Prism management offers various training opportunities for Prism employees both for skills relating to their position and for personal improvement. Employees may need to receive the permission of their supervisor before attending certain workshops, and fees are sometimes required. Classes address a wide range of training issues, including management and supervisory skills, computer skills, basic communication skills, and writing and literacy skills. Consult with your supervisor for information on workshop topics, dates and fees or visit the Prism website.

Additionally employees may present outside class opportunities to their supervisors who will approve or deny authorization for employees to attend, based on cost, schedules, relevance to job position and employee performance. See **Educational Assistance** below.

### Educational Assistance

If you are a regular full-time employee, you can receive 50 percent tuition remission for approved courses, for no more than one courses per quarter. You must meet the established admission requirements and prerequisites for registration in each course. Your supervisor must approve your enrollment in advance for any class that meets during regularly scheduled work hours. You and your supervisor should decide whether you will make up the work hours that you missed or whether your scheduled hours and pay will be reduced. This is a non-taxable benefit.

### Retirement

At this time Prism Tradeshow Services does not offer retirement benefits.

### Worker's Compensation — Injury on the Job

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You are covered by the Illinois Workers' Compensation Act should an injury/illness incur on the job while performing your duties. You may seek medical assistance at the personal physician of your choice.

You must report your injury/illness to your supervisor immediately. Advise the medical provider that you have a Workers' Compensation claim.

Your supervisor, in accordance with state law, must complete the Employer's First Report of Injury or Illness form (Form 45) after you report the injury/illness immediately. Failure to follow this procedure may significantly delay benefits that you are due under state law.