

## TABLE OF CONTENTS

### I. INTRODUCTION

- 1.1 About this Manual
- 1.2 About our Company
- 1.3 About our legal and corporate structure

### II. DEFINITIONS

- 2. Definitions
  - 2.1 Exempt Employees
  - 2.2 Non-Exempt Employees
  - 2.3 Organization
  - 2.4 Standard Terms and Expressions
  - 2.5 Personnel Supervisor
  - 2.6 Part-Time Employees
  - 2.7 Scheduled Part-Time
  - 2.8 Unscheduled Part-Time
  - 2.9 Deposit Insurance Corporation
  - 2.10 State Regulatory Agency
  - 2.11 ADA
  - 2.12 FMLA
  - 2.13 Swipe Card
  - 2.14 Personnel Committee
  - 2.15 Service
  - 2.16 Handbook
  - 2.17 Holiday
  - 2.18 Visitors
  - 2.19 Unclassified Employees
  - 2.20 Appropriate
  - 2.21 Employment

### IV. COMPENSATION POLICIES AND PROCEDURES

- 4.1 General Statement
- 4.2 Compensation Philosophy
- 4.3 Salary Administration Program
- 4.4 Administrative Practices
- 4.5 Employee Benefits Philosophy
- 4.6 Perquisites Philosophy
- 4.7 Success Sharing Plan
- 4.8 Compensation Administration Objectives
- 4.9 Progression to Competency

- 4.10 Data Source for Salary Structure and Merit Adjustments
- 4.11 Compensation Strategy
- 4.12 Compensation Program Maintenance Principles
- 4.13 Swipe Time Clock
- 4.14 Circumstances Leading to Salary Adjustments
- 4.15 Promotion
- 4.16 Demotion
- 4.17 Lateral Transfer
- 4.18 Overtime Compensation for Non-Exempt Employees
- 4.19 Payroll Processing Administration
- 4.20 Personnel Records Maintenance
- 4.21 High Risk Positions

XI. EMPLOYEE ACKNOWLEDGEMENT

- 11.1 Employee Acknowledgement