



PROPERTY MANAGEMENT | DEVELOPMENT
SERVICE COORDINATION

M E M O R A N D U M

Date: October 5, 2016
To: All NHE Employees
From: Melvin Davis, HR Manager
RE: Hurricane Matthew

Good morning,

I hope this communication finds you in good spirits. We are aware that many of you work in the regions that are forecasted to be in the path of Hurricane Matthew. One of our main goals is, and will always be, to maintain the safety of our residents and employees. We want you to be advised of conditions in your area, and to be able to make timely and proper decisions regarding the safety of the worksites you tend to, and more importantly the residents and our fellow co-workers at those sites.

The states of South Carolina and North Carolina are expected to receive record-breaking rainfall and hurricane force winds within the next few days. The coastal areas of both states are forecasted to take the brunt of this

A State of Emergency has been declared for both South Carolina and North Carolina. The governor of South Carolina has ordered an evacuation for the coastal areas of the state. South Carolina does not issue voluntary or mandatory evacuations, but it is understood that those in the affected areas will be mindful and use sound judgement when determining their need to evacuate.

Numerous streets are expected to flood in the Low Country of South Carolina and in low-lying areas within a 100 mile radius of the coast. After 3:00 PM, motorists are urged not to venture into downtown Charleston unless absolutely necessary. Governor Haley of South Carolina has ordered a mandatory lane reversal for several major highways from the coast of South Carolina inward, including I-26. **If road flooding is encountered, find an alternate route. Only one foot of water is enough to stall a vehicle, and two feet will cause one to float.** Again, your safety is our major concern. Do not attempt to travel on flooded roads. If you are traveling, please make certain that you are aware of your surrounding at all times and carry a mobile or cell phone to communicate in an emergency situation.

We are prepared to continue business operations as usual on Wednesday, October 5, 2016 and Thursday, October 6, 2016. A decision about our operations on Friday, October 7, 2016 and Saturday, October 8, 2016 will be decided upon as the storm approaches. We will make every effort to keep you informed of our operating schedules as soon as they become available.

If you work in an area that is being affected by the inclement weather, have a need to evacuate, are unable to arrive to work, or need to leave work early you will be permitted to do so, but you will be required to use any available PTO for the time that you are away. Also, it is very important that you keep your supervisor or manager informed daily, if you are unable to arrive to work, or will need to leave work early. **Failure to notify your supervisor daily may result in unpaid time off instead, as allowed by law.**

Senior Management may provide other property-specific directives as the weather situation develops.

Prior to leaving work today, Wednesday, October 5, 2016, please make certain that you review, update and, approve your time.

Please refer to Policy 401 and 403 in the Employee Handbook for more information on severe weather.

Remember, safety first.

Thanks for all you do.



Weather Safety: Hurricanes

Safety and Preparedness Fact Sheet

Before the Hurricane Season

- ▶ Determine safe evacuation routes inland.
- ▶ Learn location of official shelters.
- ▶ Make emergency plans for pets.
- ▶ Check emergency equipment, such as flashlights, generators and battery-powered NOAA Weather Radio All Hazards and cell phones.
- ▶ Buy food that will keep and store drinking water.
- ▶ Buy plywood or other material to protect your home.
- ▶ Clear loose and clogged rain gutters and downspouts.
- ▶ Trim trees and shrubbery.
- ▶ Decide where to move your boat in an emergency.
- ▶ Review your insurance policy.

During the Storm

When in a **Watch** area...

- ▶ Listen frequently to radio, TV or NOAA Weather Radio All Hazards for bulletins of a storm's progress.
- ▶ Fuel and service your vehicles.
- ▶ Inspect and secure mobile home tie-downs.
- ▶ Board up windows in case the storm moves quickly and you have to evacuate.
- ▶ Stock up on batteries, food that will keep, first aid supplies, drinking water and medications.
- ▶ Store lawn furniture and other loose, light-weight objects, such as garbage cans and garden tools.
- ▶ Have cash on hand in case power goes out and ATMs don't work.

Plan to evacuate if you...

- ▶ Live in a mobile or manufactured home. They are unsafe in high winds no matter how well fastened to the ground.
- ▶ Live on the coastline, an offshore island or near a river or flood plain. In addition to wind, flooding from storm surge waves is a major killer.
- ▶ Live in a high-rise. Hurricane winds can knock out electricity to elevators, break windows and more.

When in a **Warning** area...

- ▶ Closely monitor radio, TV or NOAA Weather Radio All Hazards for official bulletins.
- ▶ Close storm shutters.

TERMS TO KNOW

Hurricane Watch: Hurricane conditions are possible within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

Hurricane Warning: Hurricane conditions are expected in the specified area of the warning. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

Tropical Storm Watches and Warnings: Take these alerts seriously. Although Tropical Storms have lower wind speeds than hurricanes, they often bring life-threatening flooding and dangerous winds. Take precautions!

- ▶ Follow instructions issued by local officials. **Leave immediately if ordered!**
- ▶ If evacuating, leave as soon as possible. Stay with friends or relatives, at a low-rise inland motel or at a designated public shelter outside the flood zone.
- ▶ DO NOT stay in a mobile or manufactured home.
- ▶ Notify neighbors and a family member outside of the warned area of your evacuation plans.
- ▶ Take pets with you if possible, but remember, most public shelters do not allow pets other than those used by the handicapped. Identify pet-friendly motels along your evacuation route.

If Staying in a Home...

- ▶ Turn refrigerator to maximum cold and keep closed.
- ▶ Turn off utilities if told to do so by authorities.
- ▶ Turn off propane tanks.
- ▶ Unplug small appliances.
- ▶ Fill bathtub and large containers with water in case tap water is unavailable. Use water in bathtubs for cleaning and flushing only. Do NOT drink it.

Weather Safety: Hurricanes



Tips for Staying Safe Before, During and After a Hurricane!



If Winds Become Strong...

- ▶ Stay away from windows and doors, even if they are covered. Take refuge in a small interior room, closet or hallway.
- ▶ Close all interior doors. Secure and brace external doors.
- ▶ If you are in a two story house, go to an interior 1st floor room.
- ▶ If you are in a multi-story building and away from water, go to the 1st or 2nd floor and stay in the halls or other interior rooms away from windows.
- ▶ Lie on the floor under a table or other sturdy object.

Be Alert For...

- ▶ Tornadoes. They are often spawned by hurricanes.
- ▶ The calm “eye” of the storm. It may seem like the storm is over but after the eye passes, the winds will change direction and quickly return to hurricane force.

After the Storm

- ▶ Keep listening to radio, TV or NOAA Weather Radio.
- ▶ Wait until an area is declared safe before entering.
- ▶ Watch for closed roads. If you come upon a barricade or a flooded road, **Turn Around Don't Drown!**TM
- ▶ Avoid weakened bridges and washed out roads.
- ▶ Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from power lines.
- ▶ Once home, check gas, water and electrical lines and appliances for damage.
- ▶ Use a flashlight to inspect for damage. Never use candles and other open flames indoors.
- ▶ Do not drink or prepare food with tap water until

What to Bring to the Shelter

- First aid kit
- Medicine, prescriptions
- Baby food and diapers
- Games, books, music players with headphones
- Toiletries
- Battery-powered radio and cell phone
- Flashlights
- Extra batteries
- A blanket or sleeping bag for each person
- Identification
- Copies of key papers such as insurance policies
- Cash, credit card

REMINDER: If you do so imm

NWS hurricane links, forecasts, assessments:

<http://www.weather.gov/os/hurricane>

NOAA Weather Radio All Hazards:

<http://www.weather.gov/nwr>

National Hurricane Center:

<http://www.nhc.noaa.gov>

Central Pacific Hurricane Center:

<http://weather.gov/cphc>

NOAA Hurricane Website

<http://hurricanes.noaa.gov/>

American Red Cross:

<http://www.redcross.org>

Federal Emergency Management Agency:

<http://www.fema.gov>

| Policy Number | Issued | Revised | Repealed |
|----------------------|---------------|----------------|-----------------|
| 401 | 2/18/2015 | | |

Personal Time Off

Personal Time Off (PTO) is available to all full-time employees. Full-time employees are those who are regularly scheduled to work 30 or more hours per week as set forth on the most recent *Terms of Employment Notice - Change of Status* form.

PTO is to be used for the following: vacation, bereavement, jury duty, sick days, personal days, inclement weather, natural disaster/state of emergency, disability policy elimination period and Workers Compensation waiting period

Requests for PTO must be made using Performance Payroll's Performance Time Employee Logon and may or may not be approved depending on business and staffing needs. Supervisors must approve or reject PTO requests using the Performance Payroll system. Employees must make every effort to meet all scheduled deadlines and accomplish all tasks before leaving the office for scheduled PTO.

An employee begins accruing PTO from the date of employment, and he or she may begin to actually use PTO after ninety (90) days of full-time employment. Approved time taken off for non-exempt employees before 90 days will be counted as unpaid time off. Approved time taken off before 90 days for exempt employees will be handled in accordance with FLSA regulations as directed by the Payroll Department.

PTO hours accrue each pay period based on the number of hours worked and an employee's classification:

| Years of Service | Hours Worked per Pay Period | Non-Exempt Classification | Exempt Classification |
|-------------------------|------------------------------------|----------------------------------|------------------------------|
| 0 to 5 Years | | | |
| | 70 to 80 Hours | 5.0 Hours | 5.0 Hours |
| | 60 to 69 Hours | 4.5 Hours | 5.0 Hours |
| 6 to 10 Years | | | |
| | 70 to 80 Hours | 5.5 Hours | 5.5 Hours |
| | 60 to 69 Hours | 5.25 Hours | 5.5 Hours |
| 11 to 15 Years | | | |
| | 70 to 80 Hours | 6.0 Hours | 6.0 Hours |
| | 60 to 69 Hours | 5.75 Hours | 6.0 Hours |
| 16 to 20 Years | | | |
| | 70 to 80 Hours | 6.5 Hours | 6.5 Hours |
| | 60 to 69 Hours | 6.25 Hours | 6.5 Hours |

THIS DOCUMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT OR ALTER AT-WILL EMPLOYMENT STATUS.

PTO hours will not be accrued while an employee is on any leave of absence. Available PTO hours must be taken during the elimination period set forth in disability insurance or other disability programs or Workers Compensation waiting periods. However, PTO hours do not have to be taken during the remainder of the time an employee is actually receiving disability benefit or Workers Compensation income payments. Available PTO must be taken during any leave period that does not run concurrently with disability benefit payments, e.g. an FMLA leave in excess of a related short-term disability coverage period.

It is recommended that full-time employees take forty (40) consecutive hours of PTO per year. Employees with accounting or financial duties may be required to do so. PTO must be requested using the Performance Payroll Self-Service Portal and must be approved by your immediate supervisor through the system.

One hundred and sixty (160) hours of PTO may be carried over from one calendar year to the next calendar year. An employee must make every effort to take accrued hours throughout the year to avoid having more than 160 unused hours at the end of the year. If an employee has in excess of 160 hours at the time of the last payroll for a calendar year, such excess hours will be forfeited. An employee's accrued PTO balance may exceed 160 hours during the calendar year.

PTO will not be paid to employees upon termination of employment unless the employee has completed his or her Introductory Period, voluntarily resigns employment, provides the Company with a written two (2) weeks' notice, and actually works the two week notice period. Use of PTO does not qualify as working during the notice period. A *Resignation Letter Template* is available on the NHE Intranet.

Any unused PTO at termination of employment will be forfeited if the resigning employee does not actually work a two-week notice period, if the employee has not completed his or her Introductory Period or the employee's employment is involuntarily terminated, unless applicable state law provides otherwise.

Should an employee have a negative accrued PTO balance at the time of termination of employment, the value of the negative PTO may be deducted from the employee's final paychecks, including commission checks, unless applicable state law provides otherwise.

| Policy Number | Issued | Revised | Repealed |
|----------------------|---------------|----------------|-----------------|
| 403 | 2/18/2015 | | |

Natural Disasters/State of Emergency/Inclement Weather

Your immediate supervisor should be notified if a natural disaster or state of emergency occurs at your work location. Possible natural disasters include fire, hurricane, tornado, earthquake, flood, severe cold, or heat.

If a natural disaster occurs during your normal working hours, the only time you should leave your work location is by an order from the Emergency Preparedness Department/Governor. If the situation warrants school closings, but no order from the Emergency Preparedness Department/Governor has been issued, you are required to remain at your work location until your normal working hours have been completed. You may, however, leave your work location to pick up your school-aged children if school has been dismissed. The time away from your work location is to be recorded as Personal Time Off.

If the Emergency Preparedness Department/Governor announces a state of emergency for your area that is effective during your normal work hours, you may leave your work location or stay home. First contact your immediate supervisor to alert him or her of the situation and that you are leaving your work location or will be absent from work. You may be paid for your regular scheduled work hours by using available Personal Time Off; however, failure to first notify your supervisor may result in unpaid time off instead, as allowed by law.

Senior management may provide other directives in the case of severe inclement weather for which a state of emergency has not been issued by the Emergency Preparedness Department/Governor; you may be paid for any regularly scheduled work hours not worked as a result by using available Personal Time Off.