Family First Credit Union
Cash Over and Short Policy (Disclosure to Employees)

Definition of outage:
- Any overage or shortage of cash or checks that is not reconciled within two (2) business days will be considered an out of balance situation (outage).
- Any check that is uncollectible due to an employee's failure to follow proper procedure will be considered an outage.

Any cash overage or shortage and/or outage will be recorded upon balancing that day and reported to the branch manager. A teller's outage is considered a measure of their performance and may result in counseling, warning, probation or termination.

Employees will be subject to the following action:
VERBAL WARNING
Employees may be subject to a verbal warning for the following:
1. Having an individual outage of $50 or more.
2. Having two or more outages of $25 or more within a 30 day period.
3. Having more than five outages of any amount within a 30 day period.

WRITTEN WARNING
Employees may be subject to a written warning for the following:
1. Having an individual outage of $50 or more within 60 days of verbal warning.
2. Having two or more outages of $25 or more within 60 days of verbal warning.
3. Having an individual outage of $200 or more.
4. Having ten or more outages within a 60 day period.

PROBATION
Employees may be subject to 90 days probation for the following:
1. Having an outage of $250 or more (90 days probation).
2. Having two written warnings within a 60 day period (90 days probation).

TERMINATION
Employees may be subject to termination for the following:
1. Having an outage of $500 or more.
2. Having been placed on probation more than two times.
3. Having additional written warnings and/or probation offenses during a probation period.

I have read and understand the above Cash Over and Short policy. I have also read and understand the Internal Control Policies and Procedures and understand that I am to report to the branch manager any outages that I incur.

Dated this _____ day of _____, _____

_____   _____
Employee signature   Witness

Revised March 4, 2016