

Professional Property Appraisers, Inc.

Employee Handbook

Professional Property Appraisers Inc.

It is my pleasure to welcome you as an employee of Professional Property Appraisers, Inc.

This Employee Handbook should answer many of your questions and will serve as a valuable reference for information about your employment. It describes employment policies and will provide you with information about working conditions, employee benefits, and some of the policies regarding employment with Professional Property Appraisers. You should read, understand, and comply with all provisions of the Handbook. It describes many employee responsibilities and outlines the expectations of Professional Property Appraisers.

You should retain your Employee Handbook for future reference. If you have any questions or would like more information, you should consult your supervisor or the office manager.

This handbook does not constitute a contract and does not vest in you any rights of employment. Nor does it guarantee any fixed terms and conditions of your employment. The contents of the Handbook are subject to revision, supplementation, or rescission at any time, at the discretion of Professional Property Appraisers, with or without prior notice.

The company "Professional Property Appraisers" will be referred to as "PPA" within the confines of this Handbook.

Professional Property Appraisers Inc.

GENERAL PERSONNEL POLICY

It is the policy of PPA to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of PPA shall apply to all employees. In the event there is a conflict between these rules and any Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

The company President and all supervisory personnel are authorized and responsible for implementing personnel policies and procedures.

As a general principle, PPA has a “no tolerance” policy towards workplace wrongdoing. PPA employees are to report anything perceived to be improper. PPA believes strongly in an Open Door Policy and encourages employees to talk to their supervisors concerning any problem.

The Employee Handbook adopted by PPA is intended to provide guidelines covering company policies, procedures, and services by PPA employees and is not a contract. This handbook contains many, but not necessarily all of the rules, regulations, and conditions of employment for PPA personnel. The provisions of this handbook may be amended and supplemented from time to time without notice and at the sole discretion of PPA.

Professional Property Appraisers Inc.

GENERAL EMPLOYMENT POLICIES

Equal Employment Opportunity

PPA is committed to the principle of equal employment opportunity pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972. Under no circumstances will PPA discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, disability, or sexual orientation. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer, PPA's president.

Sexual and Other Unlawful Harassment

Harassment is prohibited by State and Federal Law and violates this policy. PPA is proud of its tradition as a mutually respectful work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere which promotes equal employment opportunities and prohibits discriminatory practices, including harassment. At PPA, harassment, whether verbal, physical, sexual, or environmental is unacceptable and will not be tolerated.

For this reason, any PPA employee found to have harassed another employee will be subject to discipline, ranging from a warning to dismissal, depending on the nature of the harassment.

Substance Abuse Policy

It is the goal of PPA to provide a safe and drug-free work environment for our employees and our clients. With this goal in mind and because of the serious safety and performance consequences of substance abuse in the workplace, we are establishing the following policy for current and future employees of PPA.

PPA explicitly prohibits:

--The use of or being under the influence of any illegal drug or alcohol while working on company premises, while working in a municipality, or while performing PPA-related business. Illegal drug means any drug: a) not legally obtainable or b) legally obtainable but not legally used.

--The possession, solicitation for, or sale of any illegal drug, or alcohol while working on company premises, while working in a municipality, or while performing PPA-related business. Illegal drug means any drug: a) not legally obtainable or b) legally obtainable but not legally used.

--Being impaired or under the influence of any illegal drug or alcohol away from PPA, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk PPA's reputation.

--Possession, use, solicitation for, or sale of any illegal drug, or alcohol away from PPA, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk PPA's reputation.

PPA will conduct substance testing under the following circumstances:

1. RANDOM TESTING: Employees may be selected at random for substance testing at any interval determined by PPA.

2. FOR CAUSE TESTING: PPA may ask an employee to submit to a substance test at any time if it appears that the employee may be under the influence of drugs and/or alcohol.

3. POST ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use of drugs and/or alcohol in the accident or injury event may be asked to submit to a substance test. "Involved in an on-the-job accident or injury" means not only the individual who was injured, but also any employee who potentially contributed to the accident or injury in any way.

If an employee is tested for drugs and/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 from employment with PPA.

Access to Personnel Files Policy

The official personnel files for each employee shall be maintained in PPA's office. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized supervisory personnel on a need-to-know basis.

Records relating to any medical condition will be maintained in a separate file. Any employee may review their file in the presence of the office manager upon reasonable written request.

Employees must notify their supervisor or the office manager immediately, in writing, if there are any changes in the following: (1) name; (2) address or telephone number; (3) person to be notified in an emergency; (4) marital status; (5) number of dependents; (6) vehicle and/or license plate number.

Conflict of Interest Policy

When you accept a position as a full-time employee at PPA, you agree that your primary work obligation is to PPA, as your employer. If you desire to work outside of working hours for another employer, you must notify PPA of such employment. Such employment must not present a conflict of interest, conflict in hours and must not diminish your capacity to fulfill your obligations to your primary employer-PPA. No employee of PPA will engage in any other employment outside work without the express written consent of PPA's president.

Employee Conduct and Performance

PPA has rules and regulations to ensure a safe and efficient operation. As an employee of PPA, you are expected to follow rules and regulations governing employee conduct. You are also expected to perform your work assignment in a satisfactory manner. Your supervisor will inform you of rules and regulations unique to your work assignment. It is expected that all employees will follow the instructions of their supervisors. In addition, it is expected that employees will use common sense and good judgment in carrying out their assigned duties.

The use of good judgment will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, employees should discuss the situation with their immediate supervisor, and if necessary, with PPA's president. All assigned duties shall be carried out with timely, accurate results. Employees are expected to report completion of assignments to their immediate supervisor as soon as possible.

It is the policy of PPA to treat all employee performance and discipline problems in a fair and consistent manner. In all but the most serious cases, each employee will be advised of the incorrect behavior and given an opportunity to correct the problem.

Consistent with our general philosophy that any discipline is intended to be corrective in nature, the Employee Relations Manager may follow a progressive disciplinary process. These steps may include:

- Verbal warning

- First written warning
- Final written warning with or without unpaid suspension
- Termination of employment

PPA does not guarantee that one form of discipline will necessarily precede another. In some circumstances, due to the seriousness of the infraction, it may be appropriate to skip to a final written warning and possibly to immediate termination.

Written Warnings

An employee who refuses or who is unable to correct unsatisfactory performance or conduct after a determined period of time will receive a written warning. This written warning will refer to previous coaching/counseling sessions, if any. The warning described above should be reasonably specific as to the incorrect behavior and spell out the consequences for further incorrect conduct. In written warning and termination situations, supportive documentation should be included where available.

If a time limit for corrective action has been set, this should be documented and reviewed with the employee. The form will be reviewed and signed by the employee. If the employee refuses to sign the documentation, the Employee Relations Manager will make a note as appropriate that the “employee refused to sign.” A witness should sign the documentation noting the employee refused to sign the document. A copy of this form will be retained in the employee’s personnel file.

In some cases, the Employee Relations Manager may suspend the employee immediately (with or without pay) for serious violations that could result in termination without prior warning. A record of the suspension and final resolution of the matter must be documented in writing and maintained in the employee’s personnel file.

Standards of Conduct

Listed below are activities that are strictly prohibited. Employees who engage in these or other prohibited activities will be disciplined and may be subject to termination even for the first offense. This list is not intended to cover every possible situation that may arise, but is designed to give you a basic understanding of common types of unacceptable conduct or performance.

- Falsification of employee application, expense vouchers, production records, or other PPA documents.
- Frequent tardiness, absenteeism or unauthorized absence from work site during working hours and/or leaving work without authorization.
- Failure to follow the instructions of supervisors.
- Insubordination (refusal to perform any reasonable job or assignment given by an employee’s supervisor or by management).
- Using vile, foul or abusive language.

- Inappropriate or unprofessional behavior.
- Threatening, intimidating, or use of physical force with another employee, a client, or property owner by word or deed.
- Indecent or disorderly conduct of any nature.
- Immoral action or conduct, which could discredit PPA.
- Felony conviction, any violations of the law, which result in citations or arrest, must be reported to PPA president or supervisor within a 24-hour period.
- Theft, fraud, or misappropriation of property belonging to PPA, another employee, a client, or property owner.
- Unsatisfactory work performance or failure to perform job responsibilities.
- Inattention to work.
- Any unauthorized employment while on leave of absence.
- Willful destruction and/or gross misuse of company and/or clients' property.
- Carrying concealed weapons, or possession, use, or distribution of weapons, illegal drugs, and intoxicants, including alcohol during PPA work hours.
- Consumption of any type of alcoholic beverage or other intoxicants or illegal drugs or narcotics during PPA work hours.
- Reporting for work under the influence of intoxicants or illegal drugs.
- Unauthorized use of company materials regardless of intent.
- Failing to report an accident.
- Engaging in harassment of any form toward another employee or property owner.
- Discrimination based on race, gender, age etc.
- Failing to comply with the dress code, personal appearance, courtesy, confidentiality codes or other requirements established by PPA.
- Smoking while performing field work.
- Sleeping or dozing on the job.
- Misrepresenting reasons of absence.

The above examples are not all-inclusive. Each disciplinary action or termination will be based on an assessment of all relevant factors.

Resignation Policy

Employees who resign from PPA are asked to give a minimum of two (2) weeks notice, in writing, to the Employee Relations Manager. Employees who leave PPA for any reason are required to return all PPA property including, but not limited to, such items as identification cards, copies of employee handbooks, keys, uniforms, and equipment.

Professional Property Appraisers Inc.

WORKPLACE POLICIES

Hours of Operation

The standard workweek for PPA is Monday through Friday. The normal working hours for full-time employees are typically 8:30 am to 5:00 pm with ½ hour lunch, depending on the job. Evening and Saturday hours will be implemented on an “as-needed” basis to cover call back appointments for property owners. Employees will rotate these days to fulfill coverage required within each municipality.

Field inspectors are to call their supervisor when they get to the job site and when leaving.

Personal Appearance/Dress Code Policy

It is important that employees representing PPA present a professional impression to the clients, co-workers, and property owners. Your personal appearance is the basis of such an impression and therefore appropriate clothing, good grooming, neatness and cleanliness are necessary. Hair should be neat, clean, and well groomed. Tattoos and body piercing, other than earrings, may not be visible.

Professional Property Appraisers’ uniforms for field representatives consist of polo shirt (and jacket when needed) with the PPA logo, tan khaki pants, and shoes or boots (no sneakers). Whenever you are in the field, either performing inspections or working in a municipal office, this uniform will be worn at all times. Your employee ID badge is considered part of your uniform. It must be clearly visible and worn at all times when working in the field. You must notify your supervisor and/or the Employee Relations Manager if the badge is lost or stolen.

The dress code for working in the PPA office is “office casual”. **Unacceptable attire is defined as:** Jean of any color or style, denim, shorts, sweat suits, sweat shirt, tee shirts, athletic shoes, see through clothing and sleeveless tops worn alone.

Violation of this policy may be grounds for disciplinary action up to and including termination.

Courtesy

As employees of PPA, it is essential that high standards of personal conduct and courtesy be maintained at all times. Courtesy is a language that everyone understands

and should be extended to fellow employees, property owners, and clients. Good manners, cooperation and consideration for others are fundamental and enhance the PPA image.

Clients and property owners who are obnoxious or discourteous should be dealt with courteously no matter what the situation. Any abusive manner directed toward any employee should be immediately directed to your supervisor.

Confidentiality

During the course of your employment you may learn of confidential information concerning co-workers, clients, property owners, or PPA. Continued employment at PPA is conditioned on your taking every possible precaution to ensure complete confidentiality of information. You must be on guard against potential violations of confidentiality whether you are at work or casually talking to a co-worker or client.

All pricing, payment, and costs are confidential issues and should be discussed only with PPA or through proper methods of proposal to clients.

Payroll, bonuses, wages, expenses or any form of payment shall only be discussed with the president of the company, your supervisor, or the Employee Relations Manager.

The preceding issues are private and confidential. Breaking this confidentiality code may result in administrative action or dismissal.

Smoking Policy

Smoking is prohibited while performing field work, whether it be measuring, listing or doing call back appointments.

Telephone, Mail, E-Mail, Voice Mail, Internet, and Computer Usage Policy

PPA telephones are provided to conduct PPA business. Personal mail must be sent to and received at your home address. You are not permitted to use PPA's address, stationary, or letterhead for bills or other personal correspondence. PPA e-mail, voice mail, the Internet, and computers are for official business. PPA reserves the right to monitor, obtain, review and disclose all e-mail, voice mail, Internet messages, and computer files for lawful and legitimate reasons.

Incidents/Accidents

All incidents resulting in actual or potential injury to individuals and /or damage to PPA property or a resident's property, must be reported to your immediate supervisor.

Performance Evaluations

In an effort to enhance performance and promote personal development, supervisors and the Employee Relations Manager will perform a formal performance evaluation, usually at least once a year. The focus will be on job progress, strengths and weaknesses of past performance, and set goals and objectives for the future.

After completing the evaluation, the Employee Relations Manager will review the results with employee and return the forms with the signed acknowledgements to PPA's president. The evaluation will then be placed in the employee's personnel files for future reference.

Promotions/Professional Education Course Policy

PPA encourages employees to grow in knowledge, skill, and responsibilities and thus increase their potential for increased opportunities while employed with PPA.

PPA recognizes the fact that continuing education is a benefit to both the employee and to the company. These courses are important to the growth of the employee and the company.

Documentation of approved, completed professional education courses should be submitted to your Project Supervisor and/or the Office Manager. PPA will reimburse 50% of the cost of the course; prerequisite –one must pass the course for reimbursement. The employee is required to submit sufficient documentation for reimbursement.

These accomplishments will be viewed upon favorably when promoting within the company.

Car Expense Policy

For appraisal personnel using their own automobiles for company business, reimbursement will be paid at a fixed daily rate plus an additional rate based upon miles traveled "one way" to the job site. This chart will be provided upon request.

Project Supervisors will notify the Office Manager where appraisal personnel are working and the Office Manager will keep track of mileage. Check disbursement will occur every other Monday.

Professional Property Appraisers Inc.

PAID AND UNPAID TIME OFF POLICIES

Holidays

Employees are entitled to the following paid holidays:

- **New Year's Day
- **Good Friday
- **Memorial Day
- **Independence Day
- **Labor Day
- **Thanksgiving Day
- **Day after Thanksgiving
- **Christmas Day

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday.

NOTE: All employees must work the day before and the day after a holiday, unless the employee uses an approved vacation day.

Vacation

PPA provides vacation with pay for all employees based on continuous years of service. Vacation pay is computed at the employee's current regular salary or hourly pay rate. Employees are entitled to vacation based upon the following schedule:

Length of Employment	Length of Vacation
First six months of employment	N/A
Six months through 1 year	Prorated depending upon hire date
One (1) year through three (3) years	6 days
Four (4) years through ten (10) years	11 days
Ten (10) years or more	16 days

After completing six months of service, you will receive vacation days on a prorated basis, with up to six days of vacation time.

Vacation time is dispersed annually beginning January 1st.

All vacations must be approved and scheduled by your Supervisor and/ or the Employee Relations Manager. Management requests all employees submit vacation time with as much notice as possible to maintain adequate coverage throughout all areas of the company. PPA will attempt to honor all vacation requests. . On those occasions when a holiday falls within the week an employee is on vacation, that employee is entitled to an additional day for vacation.

Vacation days may not be carried over from one year to the next. Employees will receive a payout of up to 5 days for all unused vacation and/or sick days at the end of each calendar year. Unused vacation time is not paid upon separation of employment.

Continuous service is employment tenure that has not been interrupted for more than 30 days. Approved sick leave, jury duty, maternity leave, or management approved leave, is not considered a suspension of continuous service.

Sick Days

Under the NJ Earned Sick Leave Law, all employees are eligible for up to 40 hours of earned leave per year. A total of five (5) sick days will be dispersed per calendar year beginning January 1st.

During the first calendar year of employment, the new employee will accrue 1 hour of sick time for every 30 hours worked. This time will accrue until the end of the employee's first calendar year. On January 1st of the following year, sick time will be dispersed as mentioned in the first paragraph.

Personal time may be taken in ½ day or full day increments. You cannot accumulate sick time from one year to the next. Employees will receive a payout for all unused sick time at the end of each calendar year. Unused sick time is not paid upon separation of employment.

If an employee calls out sick three days or more a doctor's note will be required. Emergency situations will be dealt with on a case-by-case basis.

Special Circumstances for Time Off

An employee may be in a situation which requires time off without sufficient vacation or/or personal days banked. In this instance, an employee may take time without pay or work extra hours to make up time off at the discretion of the Project Supervisor and/or Office Manager. **NOTE: This is for urgent situations not casual time off.**

Time will be made up within a specific time frame; usually within a 2-week period. Time will be hour-for-hour with no extra pay for evening appointments, etc. until all time has been made up.

This policy will be on a case-by-case basis and at the discretion of the Project Supervisor and/or Office Manager.

Medical Leave of Absence

Due to the size of the company, PPA is not obligated to provide time off to employees under the Federal Family Medical Leave Act (FMLA) and the NJ Family Leave Act. However, the Company recognizes that situations of a medical nature may arise in an employee's life that requires time out of work. This would be considered a Medical Leave of Absence (MLA).

During a MLA, an employee would be eligible for up to six (6) weeks of job protected leave. The MLA is unpaid through the Company (Note: You would qualify for NJ Temporary Disability Insurance). The employee may extend the MLA by using his/her Paid Time-Off Benefits. The employee's job will continue to be protected during this time.

The Company will grant a Medical Leave of Absence for the employee's own serious health condition that makes the employee unable to perform the functions of the employee's job. In order to take this leave, an employee must be determined disabled by the State of NJ.

If need for leave is foreseeable, a request for a MLA should be submitted to the Office Manager thirty (30) days prior to the beginning of the leave period. If leave is not foreseeable, the employee should give as much notice as practicable.

In order to return to work, an employee will be required to provide a fitness for duty certification from their healthcare provider certifying the employee's medical release to return to work and ability to perform the essential functions of his or her position.

If an employee fails to return to work at the conclusion of a MLA, the employee will be considered to have voluntarily terminated his or her employment with the Company.

Bereavement Leave

Bereavement leave is intended to allow employees time off, with pay, to attend the wake and/or funeral or to assist with final arrangements for an immediate family member. The immediate family is defined as: parent, stepparent, foster parent, spouse, mother-in-law, father-in-law, child, stepchild, foster child, grandparent, grandchild, legal guardian, sister, or brother. Employees will receive up to five days of

paid time to attend the funeral of an immediate family member. Maximum paid time off will not exceed five regularly scheduled workdays. Employees will receive pay equal to their regular pay for the days of their authorized absence. Any bereavement leave in excess of five days or bereavement leaves for persons not within the definition of immediate family members must be requested in writing and are subject to the approval of the Employee Relations Manager. All time off for such a leave would be granted on an unpaid basis.

When an employee receives notification of the death of an immediate family member, it is the responsibility of the employee to notify the Employee Relations Manager immediately. Such notice should contain the relationship of the deceased to the employee; the date, time and location of the funeral to be attended; the date and time the employee expects to return to work. Employees may be asked to furnish proof of their relationship to the deceased.

Jury Duty

Employees must notify their managers as soon as they are called for jury duty so that arrangements may be made to cover work assignments. Employees who are called for jury duty will be granted time off and will be paid the difference between jury duty earnings and regular base wages. A copy of the jury duty summons and jury duty check stubs must be provided to the Employee Relations Manager immediately after returning from jury duty so your pay may be calculated.

Attendance Policy Statement

Reason for Attendance Policy Statement:

Regular attendance and punctuality are important to the successful operation of PPA. Unsatisfactory attendance negatively impacts residents, clients and your co-workers. For purposes of this policy, attendance encompasses scheduled day of work, timely reporting for your day's work, and the completion of your workday.

Attendance and Punctuality

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor and the Employee Relations Manager as soon as possible in advance of anticipated tardiness or absence and have a live conversation (voicemails or messages are not accepted.). PPA may, at any time,

require employees to submit a physician's certification to verify the condition causing their absence. If you will be out ill for an extended period of time, you must keep your supervisor and Employee Relations Manager informed of your approximate date of return to work. Failure to contact PPA as required, failure to submit requested documentation, and/or excessive or patterned absence or tardiness may result in disciplinary action up to and including termination of employment. Requested time off should be reasonably scheduled with your supervisor to avoid lack of coverage.

Occurrence - An occurrence is defined as:

- Failure to report to his/her supervisor within 15 minutes of the scheduled workday.
- An unexcused absence for any reason other than illness and/or injury.
- An unexcused absence of one or more consecutive days not to exceed three (3) days for illness and/or injury.
- Failure to report to work as scheduled.
- An early dismissal.

Rolling One-Year Period - A rolling one-year period is defined as the twelve months preceding the occurrence date.

Excused Absence - An excused absence is defined as planned and approved time away from work by your immediate supervisor and the Employee Relations Manager. An ***excused absence is not*** counted as an occurrence for the purposes of tracking attendance and/or progressive discipline and may be paid or unpaid.

Absences under the following reasons will not be counted as occurrences under this policy: jury duty or subpoena-mandated court appearance, funeral leave, military leave, vacation, holidays, or absences necessitated by on-the-job injury.

Unexcused absence - An unexcused absence is defined as unplanned time away from work due to urgent personal business and/or personal illness. ***An unexcused absence is counted*** as an occurrence for the purpose of tracking attendance and/or progressive discipline and may be paid or unpaid.

Medical certification confirming fitness for full-duty is required and must be presented to immediate supervisor prior to being returned to the work schedule for any unexcused medical absence of three (3) or more consecutive days. Failure to present this document may result in remedial action ranging from written warning to termination of employment.

Early Dismissal:

- Early dismissal is defined as failure to complete more than ½ of your assigned workday due to urgent personal business and/or illness.
- Early dismissals **require** the approval of your immediate supervisor and Employee Relations Manager and will be counted as one (1) occurrence for the purpose of attendance tracking and/or progressive discipline.
- Failure to notify the appropriate management personnel prior to leaving the jobsite or office may be considered job abandonment and result in immediate termination of employment.

Tardy Policy:

- Tardiness is considered failing to contact your supervisor and the Employee Relations Manager within 15 minutes of the start of the scheduled workday.
- If an employee is going to be late he/she must notify his/her supervisor and the Employee Relations Manager as soon as possible.

No-call/No-show:

- No-call/No-show is defined as failing to contact your immediate supervisor and the Employee Relations Manager.
- Failing to contact your immediate supervisor and the Employee Relations Manager may result in a written warning.
- Failing to contact your immediate supervisor and the Employee Relations Manager for two (2) consecutive days may be considered job abandonment and result in immediate termination of employment.

For the purposes of counting occurrences, a no-call/no-show will accelerate the progressive discipline schedule. For example, if you have 3 occurrences of lateness or

absence and then fail to call out for your assigned workday (no-call/no-show), you will receive a Final Written Warning for attendance. In this example, a no-call/no-show resulted in a Final Warning because any additional occurrences of no-call/no-show will result in termination. See Progressive Discipline schedule below.

Progressive Discipline:

- Excessive unexcused absenteeism, tardy and/or early dismissals or any combination of the three will result in progressive discipline according to the following schedule:
 - 3rd occurrence in a rolling one year period – 1st warning notice
 - 4th occurrence in a rolling one year period - 2nd warning notice
 - 5th occurrence in a rolling one year period – 3rd and final warning notice
 - 6th occurrence absence in a rolling one-year period – termination of employment.

Unacceptable identifiable trends and/or patterns of poor attendance may result in remedial action up to and including termination of employment.

Poor work performance coupled with poor attendance records may be considered for purposes of remedial action ranging from verbal warning to termination of employment.

This policy is subject to periodic review and change.

Professional Property Appraisers Inc.

COMPENSATION & EMPLOYEE BENEFITS

Payroll Policy

PPA is on a bimonthly payroll schedule with paydays on the 15th and 30th/31st of the month. If a payday falls on an official holiday, paychecks will be issued the preceding day.

Medical & Prescription Coverage

All full-time employees have the option of obtaining medical and prescription coverage through PPA. There is a 30-day waiting period for new enrollments. Inquiries should be directed to the office manager. A full outline of covered benefits is available upon request.

Worker's Compensation

Employees who suffer on-the-job related injuries and illnesses may be entitled to payment for medical expenses, lost income and other compensation under New Jersey's Workers' Compensation Act. PPA holds an insurance policy for this purpose. In order to be eligible to collect benefits, employees must immediately report all on-the-job injuries, no matter how small, to their supervisor, Employee Relations Manager, or PPA's president.

Professional Property Appraisers Inc.

EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of PPA's Employee Handbook. I agree to read it thoroughly and I understand that it is my responsibility to comply with the policies contained within this Handbook and any revisions made to it. If there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my supervisor or PPA's president. I understand that, consistent with applicable federal and state law, employment with PPA is not for a fixed term or definite period and may be terminated at the will of either party without prior notice. No supervisor or other representative with PPA has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states PPA's personnel policies in effect of the date of publication. I understand that nothing contained in this Handbook may be construed as creating a promise of future benefits or a binding contract with PPA for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time.

Please sign and date this receipt and return it to the Office Manager.

Dated: _____

Signature: _____

Print Name: _____