

To: ALL Employees

From: Human Resources

Date: March 1, 2021

Subject: Employee Handbook Revision

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Human Resources has made the following changes to the Employee Handbook effective immediately:

## **SHORT TERM DISABILITY COVERAGE**

### Previous

Employees on FMLA, or Non-FMLA, leave for their own serious health condition may apply for NBU's short-term disability benefit. The plan pays 70% of an eligible employee's wages beginning the 31st day after the qualifying event. Employee **must** supplement the remaining 30% with available benefit leave. Short-term disability insurance may apply beginning the second month of FMLA and continue through the remainder of the approved leave.

### Updated

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## **PERSONAL PROPERTY**

### Previous

It is the policy of NBU to assist employees and guests in safeguarding personal property while on NBU premises. NBU does not, however, assume responsibility for the loss, theft, or damage to personal belongings. Employees are advised not to carry large sums of cash or other valuables with them when they come to work. It is expected that employees will exercise reasonable care with respect to their valuables. Items such as purses, tote bags, checkbooks, and cellular phones should not be left unattended in highly visible areas such as desktops. Articles of personal property found on the premises should be returned to the owner, if known, or turned in to the Human Resources Division, or, if applicable, to the Divisions' Secretary or Administrative Assistant. Damage claims may be submitted through NBU's liability insurance carrier which will determine the company's liability in each individual incident.

## Updated

It is the policy of NBU to assist employees and guests in safeguarding personal property while on NBU premises **and within NBU vehicles**. NBU does not, however, assume responsibility for the loss, theft, or damage to personal belongings. Employees are advised not to carry large sums of cash or other valuables with them when they come to work, **while operating or occupying an NBU vehicle or in personal vehicles on NBU properties**. It is expected that employees will exercise reasonable care with respect to their valuables. Items such as purses, tote bags, **laptops, gym bags, backpacks, checkbooks, wallets, cell phones or any item deemed valuable** should not be left unattended especially in highly visible areas such as desktops, **unsecured desk drawers/cabinets or vehicles**. Damage claims may be submitted through NBU's liability insurance carrier which will determine the company's liability in each individual incident.

At any time you may find the most up to date version of the Employee Handbook located on NBU Connect.

Please feel free to contact Human Resources should you have any questions.