



URS

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**FORT RUCKER
FLIGHT TRAINING
SERVICES**

**EMPLOYEE
HANDBOOK**

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INTRODUCTION

This booklet is to familiarize URS employees on the Fort Rucker Flight Training Contract with Company policies and procedures. If you have questions about this booklet, refer those questions to your immediate supervisor.

I. EQUAL EMPLOYMENT OPPORTUNITY POLICY

Affirmative action shall be taken to ensure that applicants and employees are treated without regard to race, religion, color, sex, marital status, age, or national origin. Reasonable accommodations will be made to employ handicapped individuals where appropriate.

II. SAFETY

It is the policy of URS to provide a safe working environment for employees and personnel assigned to us for training, direction, and assistance. It is each employee's responsibility to implement and maintain a comprehensive safety program in the work place, airspace, and in all our areas of operations while we are conducting our assigned tasks.

Employees are responsible for abiding by URS Safety Program Policy and all related procedures in accordance with this policy. Employees are neither required nor expected to work in any unsafe condition. In the event an employee becomes aware of an unsafe condition or practice, it is his/her responsibility to notify the appropriate supervisor. Employees who fail to comply with or disregard company safety regulations and/or practices are subject to disciplinary action, up to and including discharge.

All Directors and Supervisors are responsible for ensuring a safe working environment by the development and use of appropriate procedures for the identification and correction of any unsafe acts or practices.

III. QUALITY

As a service contractor, it is URS's policy to provide the highest quality service available to our customers. In essence, everyone with whom we have daily contact is a customer or potential customer; therefore, we must provide quality and professional service to all those persons. Quality of work and customer satisfaction is each employee's responsibility.

IV. SMOKING POLICY

The Department of the Army (DA) has developed smoking policies, which recognize the rights of smokers and non-smokers. Basically, the policy makes non-

smoking the norm for DA-occupied buildings and work areas. URS supports the DA-controlled smoking policy and all employees shall comply with and adhere to DA policies at all times.

SMOKING POLICY

Smoking is prohibited in all company/military vehicles, aircraft, and simulators.

Smoking is prohibited in all DA occupied spaces, except for designated smoking areas.

V. DRUG AND ALCOHOL POLICY

This is a reminder that the use of alcohol, drugs or other medications and controlled substances that can adversely affect your senses and responses during working time, while on Army property or in company or Army vehicles, or while conducting company business elsewhere *is strictly prohibited*. The manufacture, distribution, dispensation, or possession of these prohibited substances in the workplace is contrary to this policy as well as against the law. It is a proven fact that drugs are dangerous; they are major contributors to industrial accidents and time lost from work; they interfere drastically with work performance and safety; they are a major cause of crime. We are very serious about prohibiting their use at URS. In addition, the Army strongly supports this position and has the authority to search vehicles and personal belongings, to bar violators from Army property, and to institute criminal proceedings in appropriate cases.

As you know, safety is important at URS and all employees should conscientiously follow safe work practices and conduct themselves in a manner, which will achieve maximum productivity of high quality in a safe environment. In pursuit of these objectives, as well as the necessity to protect company assets and those of the Army, no potentially dangerous substances are allowed in or on company or Army property, their vehicles, or in your possession during your working time. Furthermore, URS policy prohibits an employee's use of drugs off of company or Army property or after hours if such use will result in the presence of detectable levels of the drug in the employee's system during working time or while on company or Army property. Some examples of prohibited substances are alcoholic beverages, barbiturates, amphetamines, heroin, crack, cocaine, LSD, PCP, and marijuana. But remember, these are only examples. Any employee in violation of any portion of this policy will be subject to immediate disciplinary action, including discharge.

Furthermore, as an employee of URS, you are obligated to report any criminal drug convictions for a violation occurring outside the workplace within five (5) days of conviction. Failure to make this disclosure is considered a direct violation of this policy.

We firmly adhere to those government regulations that dictate what a pilot can or cannot do concerning the use of alcohol or drugs, (prescription or non-prescription), before flying.

Pilots suspected of being under the influence of drugs or alcohol will not be permitted to fly. The pilot's immediate supervisor will notify the company safety representative. The Division Director will appoint a supervisor to personally accompany the suspected individual to our occupational medical facility for alcohol/drug testing. Upon completion of testing, the pilot, his Flight Commander and Division Director will report to the Contract Manager for action as necessary. The same procedures also apply to other employees who are not flight instructors. The employee will be placed on Excused Absence pending results of the test. *Should any employee suspected of drug and/or alcohol abuse require testing, but refuse to consent to testing, the accompanying supervisor will write "Refused to Sign" on the line of the Consent Form for the employee's signature, enter the date and time, sign the form, and also have a witness sign the form. Failure to consent to testing by any employee will result in immediate suspension without pay until determination of the case can be resolved by the Contract Manager.*

Flight personnel taking prescription drugs and/or narcotics as directed by a physician will use sick leave or annual leave until properly cleared for flying by an appropriate Flight Surgeon.

Any employee who believes his/her safety or the safety of our customers are being jeopardized by another employee who is thought to be under the influence of an intoxicant or debilitating substance is obligated to inform the immediate supervisor or the Director of Safety immediately.

The foregoing, then, are the conditions of continued employment for all employees, and by continuing to work for URS, you are agreeing to comply with these rules and conditions.

VI. EMPLOYEE CONDUCT

URS is extremely proud and confident of the professionalism displayed by our employees. Employees will not accept favors, gifts or invitations from students which would compromise in any way the instructor-student relationship. Employees will not fraternize with students at any time except during certain events such as stage parties, graduation ceremonies, etc.

Employee's social habits on or off the job may come under close scrutiny; therefore, be alert at all times when wearing company identification or Government issued equipment. Exemplary personal conduct is expected of each employee at all times.

VII. PERSONAL PROBLEMS

Should an employee have a personal problem concerning a work-related matter, it should be discussed frankly with his/her supervisor. An important part of a supervisor's responsibility - at all levels - is to insure that each employee is treated fairly at all times.

If, after discussing the problem with a supervisor, you are not satisfied with his assistance, an "open door" policy exists to give you complete freedom to take your problem to higher levels of management.

VIII. OUTSIDE EMPLOYMENT (CONFLICT OF INTEREST)

URS employees who elect to do work outside the company must avoid any work in situations that would adversely affect their ability and physical condition in performing to their fullest capability in their job classification for URS.

Employees will not work for or offer assistance to any company; corporation or individual that could be considered a competitor of URS. This includes competition for the Fort Rucker Flight Training Contract or any other contract that URS is currently performing.

IX. PERSONAL APPEARANCE STANDARDS

As a professional organization providing training to military students, URS employees must present themselves in a highly commendable fashion so as to portray the proper example to students. To this aim, employees are required to maintain a neat and professional bearing while on the job that is consistent with the norm of the aviation community.

A. Hair:

1. Hair will not protrude from the base of the flight helmet or be of such bulk as to cause improper fit.
2. Hair will not be worn in a pony or pigtail style.

B. Beards:

1. Beards, if worn, will be neatly trimmed around the neck to show a distinctive line between the neck hair and any chest hair and will not exceed one inch in length.
2. Beards that appear unsightly due to improper grooming or present an abnormal growth pattern are not acceptable. Improper grooming includes, but is not limited to goatees, thin line beards and unusual designs.

C. Mustaches:

1. Mustaches will be kept neatly trimmed and tidy and will not extend beyond the lip line.
2. Handlebar and bushy type mustaches are not authorized.

D. Government Flight Uniform (Flight Suit)

1. Worn by Flight Commanders, Assistant Flight Commanders and Flight instructors.
2. The flight uniform will consist of:
 - (a) Flight suit with nametag (GI).
 - (b) Flight jacket with nametag (GI).
 - (c) Flight boots (GI).
 - (d) Baseball type flight cap. Color black for IP's, blue for MOI/QC personnel and as directed for Flight Commanders and Assistant Flight Commanders.
 - (e) Employees will wear company issued nametags only.

E. Wearing of the Government Uniform (Flight Suit)

1. Employees wearing the government-issued uniform (flight suit) will present a neat appearance at all times with clothes clean, boots shined and all zippers closed. Center zipper will be closed to within three (3) inches of the individual's neck.
2. Uniforms will not be permitted to deteriorate to the extent that frayed material is in evidence.
3. Uniform items will not be mixed. Mixing of civilian dress and the government-issued uniform is prohibited.
4. Use of topcoats or raincoats is authorized during periods of inclement weather when employees are not actively engaged in flight instruction.
5. T-shirts may be white or a color approved by the Government customer and have a regular or "V" neck, but must be cotton rather than synthetic material.
6. Turtleneck shirts are not authorized.
7. Sweatshirts may be worn with the flight suit during periods of cold weather; however, the flight suit zipper shall be fully closed so that the sweatshirt is not visible.
8. The flight suit is authorized for wear to and from work and for essential stops only.

F. Non-Flight Uniform

1. Worn by directors, other supervisors, academic instructors, and schedulers.
2. The non-flight uniform will consist of:
SUMMER:

- (a) Shirt, white or blue, aviator style with epaulets, long or short sleeves.
- (b) Trousers, gray.
- (c) Shoes, black leather.
- (d) Belt, black leather, plain.
- (e) T-shirt, white (optional).
- (f) Tie, company designed, four-in-hand.
- (g) Company nametags.

WINTER:

- (a) Tie, company designed, four-in-hand.
- (b) Jacket, navy blue blazer.
- (c) Company nametag
- (d) Supervisors and Academic Instructors may substitute, at their own expense, a blue rain jacket, in lieu of the blazer when they are not actively engaged in job performance, i.e. to and from shopping and activities unrelated to student training.

G. Other Non-Flight Personnel Dress

URS personnel not furnished uniforms shall dress in a manner consistent with the stature of the Company and its clients. Conservative dress in good taste is expected. Women may wear suits, slacks, sweaters, skirt and blouse, or dresses.

The Contract Manager may authorize removal of the coat and tie during the hot weather months or during the performance of required duties which could be performed more efficiently without a coat and tie.

X. EMPLOYEE BENEFITS

Benefits to employees of the Flight Training Contract will be in accordance with the approved Collective Bargaining Agreement between the Professional Helicopter Pilots Association and the company, and the current Wage Determination as provided by the Department of Labor. For clarity, the term employee applies to all management, supervisor, non-PHPA members and PHPA members equally.

XI. LEAVE POLICY

Company leave/vacation policies are contained in the approved Collective Bargaining Agreement.

XII. HEALTH PLAN COVERAGE

All full time employees may elect coverage in the health plan as provided for in the Collective Bargaining Agreement. It is incumbent upon each employee to

personally or telephonically notify the Company Health Clerk immediately if any changes in coverage occur. Addition of or a change/ reduction to authorized family members not reported promptly could result in either non-coverage or, in the case of divorces, etc., monetary loss/disciplinary action against the employee.

XIII. INSURANCE COVERAGE UPON TERMINATION

Employees who are terminated may continue their group health insurance coverage, at their own expense, following the last day of the month in which they are terminated. Those employees electing to continue insurance coverage for the optional time as prescribed in the "COBRA" law must make arrangements to pay the monthly premium by the first day of each full month of coverage.

XIV. DISCIPLINARY POLICY

It is URS's policy to administer disciplinary action consistent with the degree of severity of the offense in conjunction with previous work performance and disciplinary record. Discipline shall be administered in accordance with the information table in Appendix A.

APPENDIX A

DISCIPLINARY POLICY

NUMBERS REPRESENT THE NUMBER
OF TIMES INFRACTIONS OCCUR



OFFENSE		OFFICIAL WRITTEN REPRIMAND	SUSPENSION (WITHOUT PAY)	DISCHARGE
1	Violations of company/Army regulations, directives, Policies, etc., that do not constitute a flight violation.	1	2	3
2	Violations of written or verbal flying regulations and directives.			1
3	Disregard of FAA Regulations which result in a flight violation or suspension of license. (A lengthy suspension could result in discharge on the first offense.)		1	2
4	Violation of FAA Regulations which results in license revocation.			1
5	Leaving place of work prior to end of work shift without authorization.	1	2	3
6	Unexcused absence from work.		1	2
7	Reporting or causing to be reported a false reason for absence.		1	2
8	Reporting late for work.	1	2	3
9	Unsatisfactory quality of work.	1	2	3
10	Failure to comply with the dress policy (including personal Appearance).	1	2	3
11	Use of obscene or abusive language in the work place.	1	2	3
12	Failure or refusal on the part of any employee of the company to comply with any or all provisions of the no-strike article of the CBA shall be sufficient grounds for discharge.			1
13	Knowingly falsifying an official record			1
14	Threatening, intimidating, coercing or otherwise harassing students or fellow employees; agitating in the work place.		1	2
15	Confirmed verbal or physical abuse of students, clients or other employees.			1
16	Behavior that reflects adversely on the company image.		1	2
17	Knowingly making false or malicious statements with intent to harm or destroy the reputation, authority or official standing of individuals within the company.			1

OFFENSE		OFFICIAL WRITTEN REPRIMAND	SUSPENSION (WITHOUT PAY)	DISCHARGE
18	Recurring adverse student comments on student critiques that are considered valid.		1	2
19	Aircraft mishaps (non-accidents) resulting from poor judgement and/or improper technique of the instructor.		1	2
20	Failure to report known or suspected damage to the aircraft.			1
21	Deliberate acts of discrimination or sexual harassment in the workplace.		1	2
22	Insubordination.			1
23	Unauthorized use or removal from company premises: Employee lists, company records, payroll information or other confidential information.			1
24	Stealing, or attempting to steal, from the Government, the company, fellow employees or Government employees.			1
25	Misusing or damaging property of the company, Government or another individual.		1	2
26	Conviction of civil offense resulting in incarceration and thereby preventing the employee from performing assigned duties. Conviction of a criminal offense other than DUI or minor traffic violations.			1
27	Possessing, using, selling or being under the influence of alcohol, controlled substances or non-prescription drugs while on the job.			1
28	Returning to work after receiving medical treatment or medication/drugs from a civilian medical facility without proper flight clearance from an FAA medical examiner if required.			1
29	Manipulating company/CBA rules and policies for personal gain or resulting in personal gain.			1
30	Failure to submit to medical testing as requested by Government medical personnel.			1
31	Refusal to submit to medical examination and/or testing following an aircraft mishap or at the request of company management.			1
32	Knowingly and willfully disrupting the work force.			1
33	Deliberately restricting or attempting to restrict work quantity or quality.			1
34	Advocating, being or having been a member of any political party or organization that advocates the overthrow of the U. S. Constitutional form of Government by force, or supporting same.			1
35	Sabotage, espionage or any attempt to do same.			1

36	Performing work for other organizations while on company time.			1
OFFENSE		OFFICIAL WRITTEN REPRIMAND	SUSPENSION (WITHOUT PAY)	DISCHARGE
37	Fraternization with students. The context of the term "Fraternization with students" as outlined by Army regulations is designed to prevent instructors and supervisors in -a position of authority from being compromised as a result of a nonessential, non-duty relationship. "Above board" social engagements such as sporting events, graduation ceremonies, stage parties and the like which take place after direct and indirect on-the-job instruction and management functions have ceased would not normally be termed fraternization.			1
38	Fraudulently obtaining benefits or services from the Company. (i.e. having unauthorized personnel on the company sponsored health plan or not removing them from the plan in a timely manner)			1
39	EXCESSIVE RULE VIOLATIONS: An employee receiving three letters of reprimand within the last twelve months will be subject to discharge. The infractions need not be violations of the same rules.			1
	An Employee receiving two letters of reprimand and one letter of suspension in the last twelve months will be discharged. The infractions need not be violations of the same rule.			1
	An employee receiving two letters of suspension in the last twelve months will be discharged. The infractions need not be violations of the same rule.			1