

Points of Contact

Please contact your Improvix Supervisor or Program Manager before contacting the customer, then escalate to the appropriate Corporate contact in the table below, as needed.

Program POCs

ExecTech	Tina Andriamamenosoa olitiana.andriamamenosoa@improvixtech.com
Dev Ops	Hemal Patel hemal.patel@improvixtech.com
CSC	Chris Cheatham _christopher.cheatham@improvixtech.com
Cascades (Core & Expansion)	Monte Johnson _monte.johnson@improvixtech.com
PRIMES	Joe Porubsky _joseph.porubsky@improvixtech.com
DOJ/NDi	Wallace Hu _wallace.hu@improvixtech.com
Guidehouse CCS/IRM FO	Jack Loss _jack.loss@improvixtech.com

Corporate POCs

Payroll Questions	_payroll@improvixtech.com
Charge Code Requests	_desmond.thomas@improvixtech.com
Expense Reports	_accounting@improvixtech.com
HR Inquiries/Benefits	_hr@improvixtech.com
Consultants	_desmond.thomas@improvixtech.com

PTO Policy

- New Employees are ineligible to use PTO during their first 90 days of employment), unless prior arranged.
- PTO is provided to full-time employees as follows:
 - 1st year of service: 15 days or 120 hours per year (10 hours per month).
 - 2 or more years of service: 20 days or 160 hours per year (13.33 per month)
- Employees will receive the yearly allotted amount of PTO on the first of each calendar year.
 - The amount of PTO that you receive is contingent on your years of service.
 - PTO will be prorated for new employees based on the month of hire and will receive the remaining percentage of PTO for that calendar year.
- **Employees may not carry over any PTO leave due to receiving the full allotment in advance.**

Improvix Email Account Policy

ALL EMPLOYEES ARE REQUIRED TO CHECK THEIR IPX EMAIL REGULARLY

- Your IPX email gives access to the Timekeeping System and Microsoft Office Applications.
- As well as important internal communications from HR, Payroll, Accounting, Security Office, and Executive Management that may impact the employee's employment status, therefore it **must** be monitored closely.
- **Usage will be monitored and will be factored into the employee's Annual Performance Review**

Timesheets & Pay Schedule

Submit finalized time sheets by COB on the 15th and the last calendar day of each month.

- We issue semi-monthly paychecks to employees on the 7th and 22nd of each month.
 - Approved Overtime is typically paid on the 7th of the following month.

Expense Reports

Submit preapproved expenses (commuter reimbursements or travel reimbursements) to [accounting@improvixtech.com](mailto:_accounting@improvixtech.com) the last day of each month.

- Travel expenses are to be itemized for each day of travel.
- Submit a completed expense report with copies of receipts or invoices. Please refer to the Expense Report for instructions.
- Expense reports must be submitted no later than **10 calendar days** after the end of the prior month.
- Expense reimbursement request submitted **more than 30 days** after will not be considered for reimbursement.

Overtime Pay

- **Only hours supporting Improvix's customers are eligible for overtime pay.**
- Overtime pay is based on hours actually worked per workweek, if PTO or Holiday (non-worked) hours are recorded, overtime pay may adjusted to account for these non-worked hours.
 - Under special circumstances exempt employees may be eligible for overtime at the same hourly rate as their regular hours, must be approved **in advance** by their Improvix Supervisor.
- **OT will now be paid out quarterly.**

Steps for Overtime Pay Use

- Receive Approval from Customer and Improvix Supervisor
- Record the overtime hours on your timesheet
- **Overtime will be calculated and paid out quarterly**
- Be proactive - utilize overtime as flex time during the same pay period!
- **Unapproved Overtime will not be approved on timesheets.**

Improvix

TECHNOLOGIES
Employee Policy Cheat Sheet

2022 Benefits Overview

(Open Enrollment takes place in March annually.)

Benefits	Improvix Offering
Health	Covers 70% premium for Base Tier of employee/family. Option to upgrade to Mid and Top Tier Plans.
Dental	Covers 70% premium of employee/family
Vision	Covers 70% premium of employee/family
401k	Company matches 50 cents for every \$1 invested up to a 6% total match (Immediate Vesting Schedule) *** Eligibility upon completion of Introduction and Training Period ***
Life Insurance	1x salary
Voluntary Life Insurance	Can be purchased for the employee or dependents. Rates vary.
Long-Term Disability	Company pays maximum 1 year
Short-Term Disability	Company pays maximum 6 months, up to 60% of your salary
Personal Time Off (PTO)	1st year of service with the company, you receive 3 weeks. After the completion of your 1st year of service, you receive 4 weeks.
Holidays	11 federal holidays
Parking	\$100 per month
Training	\$2,000 per year
Flexible Spending & Health Savings Accounts	Improvix offers both FSA and HSA options for an added pre-tax benefit to help cover costs for medical, dental, and dependent care. **Must enroll in the Base Tier Medical Plan to be eligible for an HSA**

Flex Time

- Flex Time are hours managed by the employee, within a pay period, where the total hours worked do not exceed the number of hours required for that pay period.

Examples:

- An employee takes off 2 hours for a doctor's appointment on Monday the 3rd, but works an extra 1 hour on both Tuesday the 4th and Wednesday the 5th, to make up for the 2 hours missed.
- An employee is asked to stay after hours to troubleshoot operational problems on Friday the 8th, and then takes time off on Monday the 11th to make up for the extra hours worked.

Requirements:

- The employee is in communication with their Supervisor and all Flex Time is handled within a pay period (between the ranges of the 1st and 15th or 16th through the 31st).
- Request time off on program specific calendars to ensure coverage for normal hours not being worked.
- Enter all hours in Improvix's Time Keeping System.

Bereavement Leave

- Improvix provides up to three (3) paid days off due to the death of an immediate family member defined as: a spouse, domestic partner, child, parent, or sibling, to include any alternate versions of these relationships modified by great, grand, in-law, step or half.
- Days off may be taken on or after the day of death and do not need to be consecutive days.
- Employees are responsible for communicating the need for bereavement time with their supervisor and IPX HR Team as soon as possible.

Training Reimbursement Policy

- Full-time employees who have completed their first 90 Days are eligible for annual reimbursement of **pre-approved** training expenses up to \$2,000 (annual maximum).
- All requests for Training or Tuition Reimbursements must be made by completing and submitting the Improvix Training Request **prior** to paying or enrolling for the course or training, including Manager Justification.
- Once approved, employees may proceed to enroll.

Charge Codes

Direct Charge Codes

- If your employment supports one or more of Improvix's customers, you will be provided a charge code to record your time.
- The code will be issued according to Improvix's contract with the customer.
- If you do not have access to a specific charge code, please contact accounting@improvixtech.com.

Indirect Charge Codes

- These codes are reserved for corporate staff and other employees supporting Improvix's corporate office.
- If you are invited to help support corporate activities, please be reminded that your primary job takes precedence over corporate activities.
- Prior approval from executive management is needed for indirect codes.

Jury Duty

- An active, full-time employee is eligible for forty (40) paid juror or witness service hours per summons.
- When summoned to serve on a jury or to serve as a witness, contact your IPX Supervisor and HR to coordinate your time off and pay code for time entry. Include the summons as an attachment.