
THE MARINE GROUP, LLC.



Employee Handbook

Employee Name: _____

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Chapter 1

INTRODUCTORY POLICIES

1000 Introductory Statement

Welcome Aboard!

COMPANY LOCATIONS:

The Marine Group, LLC.

997 G St.
Chula Vista, Ca 91910

DEPARTMENTS

President	Herb Engel	(619) 427 6767
Vice President	Todd Roberts	(619) 427 6767 ext. 15
Project Coordinator	Barbara Miller	(619) 427 6767 ext. 16
Controller	Larry Miller	(619) 427 6767 ext. 17
Director of Mechanical Operations	Walter Hanau	(619) 427 6767 ext. 13
Crane Travelift Manager	Mario Olivares	(619) 427 6767
Security	Jose Lozano	(619) 427 6767 Cell (619) 247 2493

1001 Statement of At-Will Employment Status

Employment at The Marine Group, LLC. is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Company. Nothing in this Handbook or in any document or statement shall limit the right to terminate employment at-will. No manager, supervisor or employee of The Marine Group LLC has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Vice President of the Company has the authority to make any such agreement and then only in writing.

1002 Integration Clause and the Right to Revise

The Marine Group Boat LLC reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the Vice President of the Company.

Any written changes to this handbook will be distributed to all employees so those employees will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and The Marine Group LLC as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook, or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

1004 Employee Relations/Open Door Policy

EMPLOYEE RELATIONS

Our sincere conviction is that the best and most rewarding employee management system results from a direct relationship between management and employees. This is why we prefer to deal with employees directly rather than through a third party. We feel that putting a third party or union between supervisors and employees can cause dissension and morale problems.

The Marine Group LLC is a non-union organization. No company is free from day-to-day problems, but we believe we have personnel policies and practices to help resolve problems rather than to resort to strikes and work stoppages. Furthermore, unions cannot guarantee you your job nor can they assure you continuous employment. All of us work together to make the employer a viable and healthy organization. This is the only way we can provide a satisfactory working environment.

We encourage you to bring your problems to your supervisor or any other member of management whom you feel can help you; we in turn, promise to listen to your concerns with respect and do our best to solve your problems. Management accepts responsibility to provide favorable working conditions, and competitive pay and benefits. We believe that you as an employee have the individual right to speak for yourself - you do not need any outsider to speak for you.

OPEN DOOR POLICY

In our spirit of willingness to listen and our practice of fair dealing, The Marine Group LLC believes in an open door policy. In order to have open communication, there must be mutual trust. You are encouraged to see your immediate supervisor with questions or problems relating to your job or feelings of well-being. Your supervisor's assistance may involve getting the aid of other resource persons.

You also can exercise your privilege of requesting a meeting with any management representative without regard to his or her position in the company. Because the administration is union-free, you can talk over any matter of concern directly with a management representative. Please feel free to contact the Office manager to assist you in setting up any meeting if you are not able to arrange the meeting yourself.

Please remember, don't keep a problem inside. You can't reach a solution if no one knows about it. This procedure, which we believe is important for both you and the Company, cannot result in every problem being resolved to your satisfaction. However, the Company values your input and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

If an employee has a grievance that he/she feels has not been satisfied by his/her immediate supervisor, he/she should feel free to contact any management person up to and including the Vice President .

1005 Equal Employment Opportunity

The Marine Group LLC is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. Company policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

The Marine Group LLC is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operation of the Company and prohibits unlawful discrimination by any employee of the Company, including supervisors and co-workers.

If you believe you have been subjected to any form of unlawful discrimination, provide a written complaint to the Company Vice President as soon as possible, but in no event later than 72 hours after the incident occurs. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The Company will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

If the Company determines that unlawful discrimination has occurred, effective remedial and/or disciplinary action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

1006 Unlawful Harassment/Non-Retaliation

UNLAWFUL HARRASSMENT

The Marine Group LLC is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. The Marine Group LLC anti-harassment policy applies to all persons involved in the operation of the Company and prohibits unlawful harassment by any employee of the Company, including supervisors and co-workers.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- b. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- c. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- d. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
- e. Retaliation for having reported or threatened to report harassment.

If you believe that you have been unlawfully harassed, provide a written complaint to your own or any other company supervisor, the General Manager or the yard operations manager as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Supervisors will refer all harassment complaints to the Vice President of the Company. The Company will immediately undertake an effective, thorough and objective investigation of the harassment allegations.

If the Company determines that unlawful harassment has occurred, effective remedial and/or disciplinary action will be taken in accordance with the circumstances involved. Any employee determined by the Company to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. A Company representative will advise all parties concerned of the results of the investigation. The Company will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The Marine Group LLC has strict policies of non-discrimination and will strenuously enforce this policy. However, no investigation of alleged acts of discrimination and/or harassment and the taking of corrective action can be commenced unless the aggrieved employee reports the incident. Therefore, it is important for the employee to report any incident of discrimination or harassment promptly.

NON - RETALIATION

The Marine Group LLC does not tolerate retaliation against any person who reports a claim of unlawful harassment, cooperates in any investigation or who initiates or assists in any action or proceeding, regarding unlawful harassment or discrimination. Incidents of retaliation should be reported immediately to the Vice President.

Chapter 2

EMPLOYMENT POLICIES AND PRACTICES

2000 Employment

PHYSICAL EXAMINATION

Each new and rehired employee is required to take a pre-placement physical examination after receiving an offer of employment and before beginning work. This examination includes a urine screening for drugs and alcohol, unless prohibited by law, and is provided by The Marine Group LLC at its sole expense. Consequently, there is no cost to the employee. Every offer of employment is contingent upon an employee's passing of the urine screening and meeting the physical requirements for placement in a job. The Marine Group LLC will make every effort to safely accommodate any disabilities that a potential employee may have. All employees that have not worked longer than 30 days will be required to take a urine screening for drugs and alcohol prior to being rescheduled to work.

MINIMUM AGE REQUIREMENT

All employees of The Marine Group LLC must be at least 18 years of age. Some exceptions may be made provided the employee provides a work permit from their school.

IMMIGRATION REFORM CONTROL ACT REQUIREMENTS

Under the provisions of the Immigration Reform and Control Act of 1986 ("IRCA"), it is required that all employees hired on or after November 6, 1986, provide proof of their identity and authorization to work in the United States. The Immigration and Naturalization Service's Form I-9, verifying the employee's identity and work authorization, must be completed and signed at the time of hire by every new employee and by a representative of The Marine Group LLC.

It is The Marine Group LLC policy that all applicants will be considered for employment regardless of national origin and citizenship status, in accordance with the provisions of IRCA and all regulations promulgated there under.

EMPLOYEE STATUS

The first 90 days employment at The Marine Group LLC is a time you will learn your responsibilities, get acquainted with fellow employees and determine whether you are happy with your job. Also, during this time, your supervisor will closely monitor and review your performance. If your performance is satisfactory and the Company decides to continue your employment, it will advise you of any improvements expected from you. Both you and the Company are free, at any time, with or without notice and with or without cause, to end the employment relationship and your compensation.

2002 Full -Time Employees

Full -Time employees are those who are normally scheduled to work and who do work a schedule of 40 hours a week on a continuing basis. After 90 days of employment, full time employees are eligible for most employee benefits described in this handbook. Full -Time employees may be hourly or salaried.

2003 Part -Time Employees

Part-time employees are those who normally are regularly scheduled to work 30 hours per week or less. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part time employees are eligible for some, but not all employee benefits described in this handbook.

2007 Job Duties

During the trial period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or the Company. Your cooperation and assistance in performing such additional work is expected.

The Marine Group LLC reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

2010 Meal and Rest Periods

Employees are provided with a meal period, to be taken approximately in the middle of the workday. Employees are allowed ten-minute rest periods for every four hours of work or major portion thereof. Your supervisor will schedule your meal and rest periods. Employees should contact their supervisor if they miss or are unable to take their rest period so that it can be rescheduled. You are expected to observe your assigned working hours and the time allowed for meal and rest periods.

2012 Payment of Wages

All employees of The Marine Group LLC are paid bi-weekly on Thursday. Work weeks begin on Monday at 12:01 am and end on Sunday at 12:00 a.m. Each paycheck covers work performed during the previous two weeks ending on Sunday. Paychecks are normally available by 2:00 p.m. from your supervisor. If there is an error on your paycheck, please report it immediately to your supervisor.

The Marine Group LLC offers automatic payroll deposit for all employees. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete the form (available from the payroll department) and return it to payroll 5 days prior to the pay period that the service is to begin. You should monitor your payroll deposit for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form (available from the payroll department) and return it to payroll at least 5 days prior to the pay period that the service is to end. You will receive a regular payroll check on the first pay period after the receipt the form, provided it is received within the required 5 days prior to the end of the pay period.

2016 Overtime

As necessary, employees may be required to work overtime. For purposes of determining which hours constitute overtime; only actual hours worked in a given workday or workweek will be counted. A supervisor must previously authorize all overtime work. The Company provides compensation for all overtime hours worked by non-exempt employees in accordance with State and federal law as follows:

All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends 24 hours later. A workweek begins each Monday at 12:01 a.m.

Compensation for hours in excess of 40 for the workweek, or in excess of eight, and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay.

Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay.

2017 Advances

The Company does not permit advances against paychecks or against un-accrued vacation.

2018 Personnel Records

You have a right to inspect certain documents in your personnel file, as provided by law, in the presence of a Company representative at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your version of any disputed item to the file.

The Company will attempt to restrict disclosure of your personnel file to authorized individuals within the Company. Any request for information from personnel files must be directed to the Vice President. Only the Vice President is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, the Company will cooperate with requests from authorized law enforcement or local or federal agencies conducting official investigations and as otherwise legally required.

2019 Employee References

All requests for references must be directed to the Vice President. No other manager, supervisor or employee is authorized to release references for current or former employees. The Marine Group LLC policy as to references for employees who have left the Company is to disclose only the dates of employment and the title of the last position held. If you authorize disclosure in writing, the Company will also provide appropriate lending institutions with information on the amount of salary or wages earned.

2020 Performance Evaluations

Employees will receive periodic performance reviews. Your supervisor will conduct the review. Your first performance evaluation will be after completion of your first 90 days of employment. After that review, performance evaluations will be conducted annually, on or about the anniversary date of your employment with the Company. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude and your attitude toward others. The performance evaluations should help you become aware of your progress, areas for improvement and objectives or goals for future work performance. Positive performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the Company and depend upon many factors in addition to performance. Each employee will receive a copy of his or her review. If an employee disagrees with anything in their review they may reply in writing and it will be added to their personnel file.

2023 Conflicts of Interest

Situations of actual or potential conflict of interest are to be avoided by all employees. Personal or romantic involvement with a competitor or supplier of The Marine Group LLC, which impairs an employee's ability to exercise good judgment on behalf of the Company, creates an actual or potential conflict of interest.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his/her immediate supervisor, or any other appropriate supervisor, for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined, the Company may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

2024 Outside Work Policy

Deleted

2026 Reductions in Force

The Marine Group LLC is very interested in continued increases in its growth and productivity. Accordingly, it will attempt to avoid cutbacks and reductions in force whenever feasible. However, if The Marine Group Boat Works determines that a reduction in work force is warranted because of a lack of work, reorganization, or other considerations, a layoff will occur based upon the following considerations: ability to perform the work required, performance history, compliance with Company profile, specific skill requirement, prior work experience in relevant positions, attendance and punctuality, and shift requirements. If all of the above are considered equal, employees with the longest service with The Marine Group Boat Works will be retained. The layoff considerations listed above are among those used for determining employees to be placed on layoff status, but do not represent all of the considerations used in such a determination nor do these considerations appear in any specific order of importance. All layoffs are considered permanent.

2027 Involuntary Terminations and Progressive Discipline

Professional behavior, good and cooperative work habits and safety are the primary responsibility of the individual employee. It is the responsibility of each supervisor to ensure that established Company policies and procedures are practiced and adhered to by individual employees.

Violation of The Marine Group Boat Works policies and rules may warrant disciplinary action. It must be remembered that the employment relationship is based on mutual consent of the employee and the Company. Accordingly, either the employee or the Company can terminate the employment relationship at will; that is, the employment relationship may be terminated with or without cause at any time. The Company has established a system of discipline that includes oral and/or written warnings. The system is not formal and the Company may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. The Company's discipline policy in no way limits or alters the at-will employment relationship.

An employee, who voluntarily resigns his/her employment or fails to report to work for 3 consecutively scheduled workdays without notice to, or approval by his/her supervisor, will voluntarily terminate employment with the Company.

Employees will receive their final paycheck within the time required by law. The final paycheck for employees who resign with at least 72 hours advance notice will be provided on their last day of work. Employees who resign without notice, however, will receive their final paycheck within 72 hours of their resignation. Employees who are terminated involuntarily will be provided their final paycheck on their last day of work.

Each employee must return company property such as timecard, uniforms, cell phones, telephones, keys, tools and equipment to their supervisor or to the Vice President.

Chapter 3

STANDARD OF CONDUCT

3002 Drug and Alcohol Abuse

The Marine Group LLC is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and seriously impair the employee's value to the Company.

The following rules and standards of conduct apply to all employees either on Company premises, including Company parking lots, or any job site of a customer during the workday (including meal and rest periods).

The following are strictly prohibited by the Company:

1. Possession or use of alcohol, or being under the influence of alcohol while on the job.
2. Driving a Company vehicle while under the influence of alcohol.
3. Transportation, distribution, sale or purchase of an illegal or controlled substance while on the job.
4. Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job.

Violation of the above rules and standards of conduct will not be tolerated. The Company also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, it is the policy of The Marine Group LLC to provide a safe working environment by screening employees who may abuse alcohol and/or drugs. Also, it is the policy of the Company to prohibit employees from reporting to work while under the influence of alcohol or drugs. The Marine Group LLC has established substance abuse and testing policies to ensure a safer, more cooperative and conducive work environment. The Company reserves the right to conduct searches of Company property or employees and/or their personal property.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well being of others, must notify a supervisor of such use immediately before starting or resuming work.

The Marine Group LLC will encourage and reasonably accommodate employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

3003 Punctuality and Attendance

As an employee of The Marine Group LLC, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your workload must be performed by others, just as you must assume the workload of others who are absent.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must call your supervisor at least one hour before the time you are scheduled to begin working for that day. If you call less than one hour before your scheduled time to begin work, you will be considered tardy for that day. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the expected duration of any absence. Absent extenuating circumstances, you must call in on any day you are scheduled to work and will not report to work.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, the Company will consider that you have abandoned your employment and have voluntarily terminated.

3005 Employee Conduct

Although it is not possible to provide an exhaustive list of all types of unacceptable conduct and performance, the following are some examples:

Inappropriate conduct directed at Company property, Managers and/or fellow employees.

- a. Rudeness, insolence, intimidation, coercion, threat or physical violence directed toward another person.
- b. Malicious or careless actions resulting in injury to individuals.
- c. Insubordination or refusal to perform work as required.
- d. Malicious or careless actions resulting in damage or destruction of Company property.
- e. Misappropriation or unauthorized divulgence of confidential Company records.

Dishonesty, theft or violation of criminal laws.

- a. Dishonesty or theft.
- b. Failing to answer all questions fully or truthfully, or failing to furnish fully and truthfully all information requested on employment applications or medical questionnaire
- c. Entering false information on personnel records or other Company records.
- d. Punching time card for another person, or knowingly allowing someone else to punch one's own time card, or otherwise falsifying time records.
- e. Carrying concealed weapons on Company premises.

Inability or failure to perform duties as assigned for the following reasons:

- a. Intoxication or being under the influence of intoxicants.
- b. Use or possession of unpracticed drugs or narcotics.
- c. Neglected duty or sleeping on duty.
- d. Possession or consumption of alcoholic beverages on the job.

Inability or failure to perform work assignment and failure to comply with Company regulations.

- a. Disregard of published regulations.
- b. Failure to observe published and/or posted safety, fire, sanitary or security regulations.
- c. Irregular attendance or excessive tardiness, whether reporting to work or returning from rest periods or meal periods
- d. Failure to call immediate supervisor to report your absence on a scheduled workday.
- e. Unsatisfactory work performance
- f. Solicitation of any type, including distribution of literature by employees during working time on Company property.
- g. Sleeping or malingering on the job

3006 Confidentiality

Each employee is responsible for safeguarding confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding the Company, its suppliers, its customers or perhaps even fellow employees. It is your responsibility to in no way reveal or divulge any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and the Company may take legal action.

3007 Business Conduct and Ethics

The Marine Group LLC has established a "Code of Ethics" policy. This is The Marine Group LLC policy concerning business and the standards of conduct expected of all employees, as well as fundamental principles that guide the conduct of our business.

All employees are expected to demonstrate at all times the highest degree of ethical conduct and standards for The Marine Group LLC benefit, the benefit of our customers and the community as a whole.

THE MARINE GROUP LLC CODE OF ETHICS

- 1) Tell the truth
- 2) Resolve complaints promptly
- 3) Act in a just and ethical way
- 4) Be responsible to the communities in which we live and work
- 5) Maintain the property we are privileged to use
- 6) Respect our co-workers and recognize their merit
- 7) Encourage protection of the environment and our natural resources
- 8) Will not personally benefit from the use of company assets

It is your responsibility to report any unethical conduct. For this purpose, The Marine Group LLC asks that you contact the Vice President, whom you may contact confidentially, in person or in writing. You may call (619) 427-6767 ext. 15 or write to The Marine Group LLC, Attn: Todd Roberts, 997 G ST, CA 91910. All employee reports will be handled confidentially and no employee will suffer retaliation because of a report he or she makes.

Chapter 4

OPERATIONAL CONSIDERATIONS

4000 Use of Electronic Media

The Marine Group LLC uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, voicemail, fax machines, and Internet. All electronic communications, including all software and hardware, remain the sole property of the company and are to be used only for company business and not for any personal use.

Electronic communication/media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against company policy or not in the best interest of the company.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment or related actions will be subject to immediate termination.

Employees may not install personal software in company computer systems. All electronic information created by any employee using any means of electronic communication is the property of the company and remains the property of the company. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the company's ownership of the electronic information.

The company will override all personal passwords if it becomes necessary to do so for any reason.

The company reserves the right to access and review electronic files, messages, mail, etc. and to monitor the use of electronic communications as is necessary to ensure that there is no misuse or violation of company policy or any law.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by company management.

Employees who use cell phones, cordless phones, portable computers and fax communications should not use these methods for communicating confidential or sensitive information or any trade secrets.

Access to the Internet, Web sites and other types of company-paid computer access are to be used for company-related business only.

4003 Security

The Marine Group LLC has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees, customers and visitors. Accordingly, it is the right, obligation, and intent of The Marine Group LLC to protect its employees, customers, and visitors, and to safeguard Company property, equipment, and operations by establishing and maintaining the following policies.

The Marine Group LLC is committed to providing a workplace that is free from acts of violence or threats of violence. Security and safety in the workplace is every employee's responsibility. It is therefore essential that every employee understand the importance of workplace safety and security.

The welfare of our employees and the security of company facilities require that every individual be aware of potential security risks. Immediately notify your supervisor or the Human Resources manager if you see any person acting in a suspicious manner, in or around The Marine Group LLC premises, or when keys or other security equipment is lost or misplaced.

Every verbal or physical threat of violence will be treated seriously by the Company. Any such threat should be immediately reported to your supervisor. Where a violation of this Policy is found to exist, the Company will take appropriate corrective action.

In situations where an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should immediately contact their supervisor and, if necessary and appropriate, law enforcement authorities by dialing 911.

Full cooperation by all employees is necessary for The Marine Group LLC to accomplish its goal of maximizing the security and safety of its employees.

4004 Health and Safety

The Marine Group LLC strives for safety and accident prevention in the workplace. This safety effort depends on the awareness and attitudes of all employees. Every employee should understand the importance of safety in the work place. By remaining safety conscious, employees can protect their own interests, as well as those of the public and their co-workers. Accordingly, The Marine Group LLC stresses “Safety First”, and expects all employees to take steps to promote safety in the work place.

Following are general safety guidelines:

1. All accidents and injuries must be reported to their supervisor immediately, regardless of how minor they may seem at the time.
2. Absolutely no one will be permitted to work while under the influence of alcohol or drugs.
3. Practical jokes are not considered appropriate behavior on the job. Never act in a way that is unsafe to you or your co-workers.
4. Work areas are to be kept clean and free of debris.
5. Be sure to get help when lifting heavy objects or lowering anything from overhead.
6. Understand your job fully and follow instructions. If you are not sure of a procedure, ask your supervisor.
7. Know what to do in the event of an emergency, including how to exit the building (vessel), call for help, and evacuate others who may be in need of help.

Employees must understand that compliance with safety requirements is a condition of employment. Due to the importance of safety considerations to The Marine Group LLC, employees who violate safety standards, who cause hazardous or dangerous situations, or who allow such conditions to remain when they could effectively be remedied, may be subject to disciplinary action, up to, and including termination.

Employees who find that an unsafe condition exists should notify management immediately. No employee should ever do a job that they feel is unsafe, even if they are asked to do it. Employees are strongly encouraged to report any situations of this nature, and need not fear any form of reprisal as the result of their compliance with this policy. Employees who identify hazards in the work place may also choose to report the situation anonymously to any member of management if they prefer not to identify themselves.

4005 Smoking Policies

Smoking is not allowed in any enclosed area of the facility or on any company vessel.

4006 Housekeeping

All employees are expected to keep their work areas, property, and areas surrounding the property in a clean and orderly condition. Those using them should keep common areas such as lunchrooms, locker rooms and restrooms clean. The result of poor housekeeping is not only unsightly; it can be unsafe, detrimental to health and reduce productivity.

4008 Solicitation and Distribution of Literature

In order to ensure efficient operation of The Marine Group LLC business and to prevent annoyance to employees, it is necessary to control solicitations and distribution of literature on Company property. The Company has established rules applicable to all employees governing solicitation, distribution of written material and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor immediately.

To assure the orderly conduct of business and to ensure the safety of our employees, no employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed. Also, no employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Employees who violate these rules are subject to disciplinary action.

Chapter 5

EMPLOYEE BENEFITS

5000 Holidays

The Marine Group LLC observes the following paid holidays:

FULL-TIME HOURLY

New Years Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day

Christmas Eve Day
Christmas Day
New Years Eve Day

FULL-TIME SALARIED

New Years Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Years Eve Day

Eligibility for holiday pay begins after completion of the trial period.

To be eligible for holiday pay, you must be full-time, regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor. If you are required to work on a paid scheduled holiday you will receive eight hours of holiday pay in addition to your 1 1/2 time pay for time worked.

5001 Vacations

Regular full-time employees accrue paid vacation in accordance with the following policy:

	<u>FULL-TIME HOURLY</u>	<u>FULL-TIME SALARIED</u>
1st year:	5 days per year	10 days per year
2nd year through 7th year:	10 days per year	10 days per year
7th year through 14th year:	15 days per year	15 days per year
15 th year and thereafter:	20 days per year	20 days per year

All regular full-time employees are required to complete an eligibility period of thirty (30) calendar days to be eligible for vacation accrual. Part-time employees do not accrue paid vacation time.

The Marine Group LLC encourages employees to take vacation on an annual basis. Earned vacation time accrues to a maximum of two times your annual accrual amount. No additional vacation will be earned until accrued vacation time is used. It is your responsibility to keep track of your accrued vacation time. Hourly employees may "cash out" any vacation time accrued. If you would like to "cash out" please contact your supervisor to complete the proper paperwork.

Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. Your supervisor will make final determinations and must approve your vacation schedule in advance.

Employees on unpaid leave do not accrue vacation time.

5003 Insurance Benefits

Medical Insurance: The Marine Group LLC provides a comprehensive medical insurance plan for eligible employees and their dependents. Full-time employees are eligible for Medical, Dental, Vision and Life insurance. Effective date of insurance coverage for full-time hourly employees is the first of the month following sixty days from their full-time employment date. The effective date of insurance coverage for salaried employees is the first of the month following thirty days from their full-time employment date. Upon eligibility The Marine Group Boat Works will provide explanation of insurance choices and premium costs.

Disability Insurance: Each employee contributes to the State of California to provide disability insurance pursuant to the California Unemployment Insurance Code. Contributions are made through a payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at the Company or when you are entitled to temporary worker's compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability are available from the personnel manager.

Unemployment Compensation: The Company contributes thousands of dollars each year to the California Unemployment Insurance Fund on behalf of its employees.

Social Security: Social Security is an important part of every employee's retirement benefit. The Company pays a matching contribution to each employee's Social Security taxes.

Workers' Compensation: At no cost to you, you are protected by the Company's workers' compensation insurance policy while employed by the Company. The policy covers you in case of occupational injury or illness.

Retirement Plan: The Company provides a 401(k) plan eligible employees in order to assist in planning for their retirement. Eligibility for the 401(k) plan is employment for one full year and being 21 years of age. For additional information regarding eligibility, contributions, benefits and tax status, contact the Vice President. All eligible participants will receive a summary plan description.

5005 Leaves of Absence

The Marine Group LLC may grant a leave of absence to an employee in certain circumstances. The following leaves are described in detail in the next sections:

- Sick Leave/Medical Leave
- Pregnancy Disability Leave (PDL)/ California Family Rights Act (CFRA)
- Family Medical Leave Act (FMLA)
- Bereavement Leave
- Personal Leave

It is important to request any leave in writing as far in advance as possible, to keep in touch with your supervisor or the Yard Manager during your leave, and to give prompt notice if there is any change in your return date. If your leave expires and you have not contacted your supervisor or the Company, it will be assumed that you do not plan to return and that you have terminated your employment.

The Company does not continue to pay premiums for health insurance coverage for employees on most leaves of absence. However, you may self-pay the premiums under the provisions of COBRA. The Vice President can give you additional information on this subject.

5006 Sick Leave/Medical Leaves

SICK LEAVE:

Full – Time and Part – Time **hourly** employees are paid for hours worked and are not paid for hours missed due to illness.

Since business responsibilities and requirements do not diminish with an employee's absence, any employee who misses an excessive amount of time from work may be subject to layoff due to an inability to perform requirements of the job, or disciplinary action including termination depending upon the reasons for the absences.

MEDICAL LEAVE:

A medical leave of absence may be granted for non-work-related temporary medical disabilities (other than pregnancy, childbirth and related medical conditions) for up to four months with a doctor's written certificate of disability. Requests for leave should be made in writing as far in advance as possible.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work or after a total of four months of leave, whichever occurs first. You should supply your supervisor with a form for your doctor; showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate showing fitness to return to work.

If returning from a non-work-related medical leave you will be offered the same position held at the time of leaving, if available. If this position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. There are no guarantees of reinstatement and your return will depend on your qualifications for existing openings.

California worker's compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth and related medical conditions. The Company intends to fully comply with these laws.

Any leaves taken under this provision, that qualify as leaves under the state and/ or federal family/medical leave acts, will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period.

5007 Pregnancy Disability Leave

Pregnancy Disability Leave (PDL) is a non-paid leave. The California Pregnancy Disability Leave law gives female employees, disabled on account of pregnancy, childbirth or a related medical condition, the right to up to four months of unpaid leave. Such time off need not be taken consecutively. Pregnancy disability Leave is for disability purposes only and it does not allow time for bonding with the child. Baby bonding is provided under California Family Rights Act (CFRA). Pregnancy Disability leave will be taken in conjunction with federal (FMLA), and is subject to the same continuation of health care benefits as explained in the FMLA section.

Employees should give The Marine Group LLC reasonable notice of their intent to use pregnancy disability leave, whenever possible. Employees must provide a medical certification from their health care provider indicating that the employee is disabled due to pregnancy. The certification should contain:

- a. The date on which the employee became disabled due to pregnancy;
- b. The probable duration of the period or periods of disability, and
- c. A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Once an employee is no longer disabled due to pregnancy, childbirth, or related medical conditions, they are eligible to request leave under the California Family rights Act (CFRA). Employees on CFRA are required to use any accrued vacation or sick pay prior to taking time off without pay. A request to take CFRA must be made in writing to the Human Resources Manager and must be taken within one year of the baby's birth or adoption. Employees on CFRA will be responsible for the payment of all insurance premiums after the initial 12 weeks of PDL and FMLA leave has been taken. Upon return from PDL, FMLA and CFRA leave, the Company will use its best efforts to return the employee to a position which is the same or similar to that previously held, as long as returning the employee to that position would not substantially undermine The Marine Group Boat Works ability to operate the business efficiently.

If you do not request to take a CFRA leave and fail to return to work once you have been certified as no longer disabled due to pregnancy, childbirth or related medical condition, you will be considered to have voluntarily resigned.

Any leaves taken under this provision, that qualify as leaves under the State and/or federal family/medical leave acts, will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period.

5008 Family Medical Leave Act (FMLA)

Following one (1) year of aggregate employment, any employee who has worked at least 1250 hours (excluding vacation, sick, holidays and leaves of absence) during the immediately preceding twelve (12) month period, will be eligible to request an unpaid leave of absence under the Federal Family Medical Leave Act (FMLA) due to the birth of a child, the placement of a child by adoption or for foster care, to care for a child, spouse or parent with a serious health condition, or on account of the employee's own serious health condition. Special leave requirements apply to employees disabled due to pregnancy, and are covered in the Pregnancy Disability Leave section.

Leave time may not exceed twelve (12) weeks in any twelve (12) month period, commencing with the first day on which any family and medical care leave is taken.

An employee who takes a family or medical care leave to care for a child, spouse, or parent with a serious health condition must use any available vacation or sick leave. If an employee takes a leave because of the employee's own serious health condition, with the exception of Pregnancy Disability Leave, the employee is required to use any accrued benefits, prior to taking time off without pay.

No more than a combined total of twelve (12) weeks of family and medical care leave in a (12) month period will be granted to a husband and wife who both work for the Company, where the leave is taken on account of the birth of a child, for placement of a child by adoption or for foster care, or to care for a child, spouse, or parent with a serious health condition.

No leaves will be granted to an employee unless he/she submits a written request for a family and medical leave stating the beginning date and length of such leave. If the employee's need for family or medical care leave is foreseeable the employee must provide the Company with 30 days' advanced notice of the need for leave. Written updates may be required from time-to-time thereafter. For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these requirements is grounds for denial of a family or medical care leave.

Where the leave is requested to enable the employee to care for a seriously ill child, spouse, or parent, or because of the employee's own serious health condition, the employee must furnish a written doctor's certification, which includes the date the serious health condition commenced and an estimate of the probable duration of the condition. If the purpose of the leave is to care for a seriously ill child, spouse, or parent, the written doctor's certification must also contain an estimate of the amount of time that the doctor believes the employee needs to care for the family member, and a statement that the serious health condition warrants participation of a family member to provide care during a period of treatment. If the leave is due to the employee's own serious health condition, the written certification must also indicate if the employee is unable to perform work of any kind or is unable to perform the essential functions of the employee's job.

If the leave is required due to a planned medical treatment, the employee must make a reasonable effort to schedule the treatment to avoid disruption of the Company's operations.

The Company will continue to pay the portion of the premium for the employee (and dependent's) health insurance the Company would normally pay if the employee were not on leave. The employee will be responsible for paying for their portion of the health insurance premium and such payment will be due at the same time as if it had been made by payroll deduction. Where family and medical care leave has been

taken by an employee on account of the employee's own serious health condition, before the employee returns to work, the employee must provide the Company with a written doctor's certification that the employee is able to resume work. The Company reserves the right to require a physical examination by a doctor of its choice to determine if the employee is able to perform the essential functions of the employee's job.

Upon return from a family and medical care leave, the Company will use its best efforts to return the employee to a position which is the same or similar to the one they previously held, as long as returning the employee to that position does not substantially undermine The Marine Group LLC ability to operate business safely and efficiently.

5009 Bereavement Leave

In the event of the death of your current spouse, child, parent, legal guardian, brother, sister, grandparent, grandchild, or mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law, you may take up to 3 consecutive scheduled work days off. (Unpaid for Hourly employees) Your supervisor may approve additional unpaid time off.

5010 Personal Leave

A personal leave of absence without pay may be granted at the discretion of the Company for a period of up to 30 days. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay. A leave of absence may be extended due to special circumstances but will not exceed six (6) months under any circumstances. Any extension of a leave of absence must have the approval of the Vice President.

Upon return from a personal leave, the Company will use its best efforts to return the employee to a position which is the same or similar to the one they previously held, as long as returning the employee to that position does not substantially undermine The Marine Group LLC ability to operate business safely and efficiently.

5012 Jury Duty or Witness Leave

Hourly Full - Time and Part - Time employees will not receive pay while serving on jury duty or witness leave. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received.

Salaried Full -Time employees will receive pay for a maximum of five days while serving on jury duty or witness leave.

MISCELLANEOUS TIME-OFF PROVISIONS

5013 Child's Suspension

An employee who is a guardian or parent of a child who has been suspended from school will be allowed to take unpaid time off to appear at the school in connection with that suspension. Accrued benefits may be used for this purpose. Employees are required to give the Company reasonable notice of their need to take time off.

5014 School or Day Care Activities

An employee who is a parent or guardian will be given time off from work to participate in their child's school activities. This policy applies to children in grades K through 12. Reasonable notice must be given for time-off. Up to 40 hours in each school year, limited to eight (8) hours within a one-month period may be taken. The employee must utilize accrued vacation pay or take the time off without pay.

5015 Time Off for Victims of Domestic Violence

An employee who is a victim of domestic violence may take unpaid time off from work to obtain a temporary restraining order, restraining order, or other relief to help ensure the health, safety, or welfare of themselves or their children. In addition, an employee who is a victim of a crime may take unpaid time off to appear in court as a witness in compliance with a subpoena or other court order.

Employees must give reasonable notice of the need to take time off, except in emergency circumstances. Accrued benefits may be used during time off for this purpose.

5016 Voting Time

Because The Marine Group LLC has a continuing interest in encouraging responsible citizenship, employees are urged to vote either before or after and employee's regular shift. In extreme cases, employees who do not have sufficient time outside their working hours within which to vote, will be allowed to take up to two hours off with pay for this purpose. To receive time off for voting, employees must advise their supervisor that they will need time off, at least three (3) days before Election Day. The supervisor must approve the request, and the employee must present a voter's receipt to his/her supervisor.

5017 Military Leave

The Marine Group LLC will comply with Federal and California laws, relative to leaves of absence required to serve in the National Guard or any branch of the Armed Forces of the United States or reserves.

5018 Emergency Firefighter Duty

The Marine Group LLC will comply with California law providing unpaid time off for employees to perform emergency duties as a volunteer firefighter.

5025 Recreational Activities and Program

The Marine Group LLC makes arrangements with several outside providers for entertainment tickets or service coupons to be used by employees. Normally the tickets will be for the employee and one guest. We have arrangements with the following providers.

San Diego Zoo/Wild Animal Park-

Tickets are good for up to six people and are issued at the time the Company receives them. It is up to you to determine when you wish to go. These tickets are issued one or two times during the year and expire within a year of issue date.

Seaworld-

Tickets are good for one person each. Two to four tickets are issued during the year.

United Artist/Horton Plaza-

Passes must be called into the theater by the payroll department. Passes are good Sunday through Thursday, passes are not good for VIP showings and the movie must be out for approximately two weeks before we are eligible to go. If you want to attend, you must call the payroll department prior to 12:00 noon on the day you wish to go with the movie name, time of showing, your name and number where you can be reached for confirmation. There are only four passes available each day and they are on a first come/first served basis.

Harbor Tours-

Employees are encouraged to ride on of our harbor tours. Harbor tour passes are available to you and your family. Please see your supervisor for harbor tour passes.

Dinner/Brunch Cruise-

Every employee is allowed to go on our dinner or brunch cruise one time per year with up to four guests. The employee must be one of the guest in the party. This benefit is intended for the employee and their family or friends. This is a "use or lose" benefit on a calendar year basis. Arrangements for this benefit should be made through your supervisor.

Retail Discount-

Every employee receives a 25% discount in each of our retail stores.

Occasionally we receive additional passes from different providers throughout the year. These will be passed on to you as they become available. Also each month a company newsletter is published with current company information as well as discount information to other Southern California attractions.

Please remember that our benefits are something the company believes to be privilege. The benefits are not to be used by anyone but the employee and his/her guests and they are not for resale. Misuse of company benefits is subject to disciplinary action, including termination.

5030 Workers' Compensation

The Marine Group LLC, in accordance with state and federal law, provides worker's compensation insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

1. Medical care.
2. Cash benefits, tax free, to replace lost wages.
3. Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits, to which you may be entitled, you will need to:

1. Immediately report any work-related injury to your supervisor.
2. Seek medical treatment and follow-up care if required.
3. Complete a written Employee's Claim Form and return it to Yard Operations Manager.
4. Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave and your ability to return to work from the leave.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a workers' compensation leave, the employee will be reinstated to his/her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he/she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and there are no equivalent or comparable positions available, then the employee would not be entitled to reinstatement.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a workers' compensation leave, the employee will be offered the same position held at the time the leave began, if available. If the same position is not available, an employee's return to work will depend on job openings existing at the time of his/her scheduled return. An employee's return will depend on his/her qualifications for any existing openings.
