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## EMPLOYEE POLICY AND PRACTICES

The Institute of Electrical and Electronics Engineers, Inc.  
Box A, Lenox Hill Station  
New York 21, New York

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## IEEE HOLIDAYS

The offices of the IEEE shall be closed on the following holidays, for which employees shall be paid:

New Year's Day  
Washington's Birthday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas

Employees shall be given opportunity to vote on Election Day, as prescribed by law.



## PAYMENT OF SALARIES

Salaries of IEEE personnel shall be paid biweekly.

When the pay day falls on a holiday, salaries shall be paid on the nearest preceding work day.

When an employee terminates employment of his own volition before the normal pay day, salary due the employee shall be mailed to the employee on the normal IEEE pay day.

Employees whose services have been terminated at the instance of the IEEE shall be paid, on the day of termination, accrued salary, plus salary for two weeks.

Employees discharged for malfeasance or misfeasance shall be paid, on the day of discharge, accrued salary to that date.

When the pay day falls within the vacation period of an employee, the IEEE will make salary checks available in advance of that period.

Any deviations from the above stated procedures must be authorized by the General Manager.



## IEEE VACATION SCHEDULE

The calendar year shall determine the period of time for considering vacation allowances.

Vacations shall not be cumulative beyond the calendar year, except as authorized in advance by the General Manager.

The normal IEEE vacation period shall be between May 1 and September 30.

IEEE employees shall take vacations, in accordance with the IEEE Vacation Schedule, in the normal vacation period of May 1 through September 30, unless exceptions are authorized in advance by the General Manager.

After an IEEE employee has taken his authorized vacation for the calendar year, no vacation shall accrue after September 30, the end of the normal vacation period.

Employees leaving IEEE between January 1 and April 30 shall be entitled to vacation accrual of one calendar day for each eighteen calendar days worked in the calendar year.

Employees with three months continuous service by April 30 shall be entitled to one week of vacation with pay during the normal vacation period.

Employees with six months of continuous service by April 30 shall be entitled to two weeks of vacation with pay during the normal vacation period.

Employees with from one to nine years' continuous service by April 30 shall be entitled to three weeks vacation with pay during the normal vacation period.

Employees with ten or more years continuous service by April 30 shall be entitled to four weeks vacation with pay.

The General Manager may permit employees to take vacations at times other than during the normal vacation period, or divide vacation periods.

When pay days fall within vacation periods, the IEEE shall make the checks available in advance of the period.

The order in which vacations are scheduled will be governed by departmental operating requirements and seniority.

Employees in good standing who resign during a normal vacation period, without having taken a vacation to which they are entitled, shall be paid their normal salaries for the vacation period.

Any authorization requiring the approval of the General Manager shall be submitted in advance to the General Manager in writing.

If one of the nine legal IEEE holidays falls within the vacation period, no additional days beyond the normal vacation will be allowed.



## RECORD OF ABSENCES AND TARDINESS

The IEEE shall maintain a record of employee absences and tardiness.

Each Staff member shall be responsible for compiling the record of absences and tardiness of employees in his department. A weekly Department Report on Absences and Tardiness shall be submitted to the Staff member in charge of Membership Services. A copy of that Report shall be retained in the department.

Employees absent or tardy because of illness, or other reasons beyond their control, who promptly notify their Supervisor, will be paid for such periods. However, in the absence of satisfactory explanation, the employee, after notification, shall not be paid for time absent or tardiness. The Staff Chief will be responsible for implementing the provisions of this paragraph.

Staff members shall take into account the absence and tardiness record of an employee in recommending salary adjustments. The Staff Chief and those reporting directly to them are exempt from signing the tardiness and absence record.

IEEE CONFIDENTIAL POLICY ON LEAVE OF ABSENCE  
WITH AND WITHOUT SALARY

Employees of the IEEE may be granted a leave of absence without salary for valid reasons, at the discretion of the General Manager. No leave of absence shall exceed six months, and in no case shall the period be in excess of one-fourth of the preceding period of continuous employment, unless authorized by the General Manager.

In case of absence due to illness or injury, not covered by Disability Insurance, employees shall be paid salary as follows:

<u>Continuous Service in IEEE</u>	<u>Maximum Salary Paid</u>
3 months	5 days
6 months	10 days
12 months	15 days

At the discretion of the General Manager, employees with two or more years of continuous service, in exceptional cases, may be allowed in excess of fifteen working days leave of absence with salary in any twelve month period for illness or injury, not covered by Disability Insurance. In no case shall the period exceed six months.

At the discretion of the General Manager, a doctor's certificate may be required as proof of illness.

Leave of absence with pay shall be granted to employees who are called for jury duty, as prescribed by law. At the discretion of the General Manager, a statement of the time served may be required as authorization for salary payments. It is expected, however, that employees shall report for work during the period for which the presiding judge excuses them from jury duty.



## DISABILITY INSURANCE

The State of New York passed a law taking effect April 1, 1961, authorizing certain payments to employees who became disabled away from their place of employ and are therefore not covered by the usual Workmen's Compensation which has been in effect for a long time.

The charges to IEEF are \$1.95 per employee per month and the law authorizes IEEF to charge each employee up to \$1.30 per month. IEEF has elected to absorb this entire cost.

The statutory benefits are as follows:

1. Cash Benefits are 50% of average weekly wages (based on last 8 weeks of employment) with a maximum benefit of \$50.00 per week.
2. Benefits are payable for a maximum of 26 weeks of disability during 52 consecutive weeks.
3. For employed workers the first seven days of disability are a waiting period for which no benefits are paid. Benefit rights begin on the eighth consecutive day of disability.

The basic schedule below is used in determining payment of IEEF salary for employees who are absent because of illness, which qualifies them for disability benefits. Upon the recommendation of a Staff Chief, and with the approval of the General Manager, the schedule may be altered for any employee.

<u>Length of Employment</u>	<u>IEEF Full Weekly Salary Allowance</u>	<u>IEEF 1/2 * Weekly Salary Allowance</u>	<u>Total IEEF Salary Allowance</u>
One year or less	1 week	None	1 week
Over 1 yr. through 2 yrs.	1 week	2	2 weeks
Over 2 yrs. through 4 yrs.	1 week	4	3 weeks
Over 4 yrs. through 6 yrs.	1 week	6	4 weeks
Over 6 yrs. through 8 yrs.	1 week	8	5 weeks
Over 8 yrs. through 10 yrs.	1 week	10	6 weeks
Over 10 yrs. through 12 yrs.	1 week	12	7 weeks
Over 12 yrs. through 14 yrs.	1 week	14	8 weeks
Over 14 yrs. through 16 yrs.	1 week	16	9 weeks
Over 16 yrs. through 18 yrs.	1 week	18	10 weeks
Over 18 yrs. through 20 yrs.	1 week	20	11 weeks
Over 20 yrs. through 22 yrs.	1 week	22	12 weeks
Over 22 yrs. through 25 yrs.	1 week	24	13 weeks
Over 25 yrs. through 30 yrs.	1 week	26	14 weeks

\* Where one-half the weekly allowance of IEEF salary, plus the maximum amount of \$50.00 from the State, does not equal the IEEF salary of the employee at the time of disability, the IEEF will make up the difference.

## INSURANCE

Hospitalization insurance is available to IEEE employees through the Blue Cross and Blue Shield Plans at their own expense. All employees are invited to join one or more of these Plans.

Group Insurance, including Life Insurance, Accidental Death and Dismemberment and Major Medical Expenses benefits, is available to all IEEE employees. All employees shall be invited to participate in the IEEE Group Insurance Plan.



## IEEE PENSION PLAN

Since the Pension Plans of the AIEE and the IRE differ in many respects, a new Pension Plan is under preparation. The present Pension Plans of the IRE and AIEE will continue until the consolidated Pension Plan for IEEE is announced.

Any new employee of IEEE will be enrolled under the terms of the AIEE Pension Trust until the IEEE combined Plan is announced.