



**Fort DuPont Redevelopment and Preservation Corporation
Board of Directors Meeting**

October 11, 2023 - 8:30 a.m.

Delaware City Fire Hall
815 5th Street
Delaware City DE 19706

REVISED 10/9/2023

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes - Fort DuPont Redevelopment and Preservation Corporation Meeting of September 13, 2023
4. Welcome New Board Member Harry Hill
5. Treasurer's Report
6. Executive Director's Report
7. Committee Reports
 - a. FDRPC Design and Historic Preservation Committee Meeting of July 25, 2023
 - b. FDRPC Executive Committee Meeting of August 28, 2023
8. Personnel Handbook Amendments
9. Delaware City updates
10. Public comment
11. Executive Session (if necessary)
12. Actions to be voted upon from Executive Session (if applicable)
13. Next meeting date: November 8, 2023 at 8:30 a.m.
14. Adjournment

Please note: Pursuant to 29 Del. C 10004(e)(2), this Agenda may be changed to include additional items including executive sessions or to delete items that arise at the time of the meeting.

Potential executive session pursuant to 29 Del. C. 10004(b)(9) (“Personnel matters in which the names, competency and abilities of individuals employees...are discussed.”)

Potential executive session pursuant to 29 Del. C. 10004(b)(2) (“discussions regarding sales or leases of real property) and 29 Del C. 10004 (b)(6) (discussion of the content of documents, excluded from the definition of “public record,” where such discussion may disclose the contents of such documents).

Potential executive session pursuant to 29 Del. C. 1004 (b)(4) (“Strategy sessions, including those involving legal advice or opinion from an attorney-at-law...”) and 29 Del. C. 10004(b)(6) (discussion of the contents of documents, excluded from the definition of “public record,” where such discussion may disclose the contents of such documents.

FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION
BOARD OF DIRECTORS MEETING

The Fort Dupont Redevelopment and Preservation Corporation Board of Directors meeting was held on September 13, 2023 at the Delaware City Community Center, 250 5th Street, Delaware City, with Chair John McMahon presiding.

CALL TO ORDER

Chair McMahon called the Fort DuPont Redevelopment and Preservation Corporation (FDRPC) Board of Directors meeting to order at 6:03 p.m.

BOARD MEMBERS PRESENT

Secretary Shawn Garvin (Department of Natural Resources and Environmental Control (DNREC))
Mr. David Edgell (Office of State Planning Coordination)
Mr. Doug Eriksen (Delaware City Resident)
Mr. Michael Graci (Fort DuPont Resident)
Ms. Wendy Rogers (Fort DuPont Resident)
Mr. Bert Scoglietti (designee of Controller General of the State of Delaware)
Mr. Kevin Whittaker (Delaware City Resident)

BOARD MEMBERS ABSENT

Mr. Rony Baltazar-Lopez (Secretary of State)
Mr. Kurt Forman (Delaware Prosperity Partnership)
Senator Spiros Mantzavinos (Chair, Bond Bill Committee)
Representative Sean Matthews (Co-Chair, Bond Bill Committee)
Dr. Courtney Stewart (Office of Management and Budget)

STAFF MEMBERS PRESENT

Mr. Tim Slavin, FDRPC Executive Director
Ms. Janice Moturi, Deputy Director/Controller

OTHERS PRESENT

Mr. George Fournaris, CPA, CGFM – Belfint, Lyons & Shuman, P.A.
Ms. Sheila Bravo, President and Chief Executive Officer – Delaware Alliance for Nonprofit Advancement (DANA)
Mr. Earl Sissell, Vice President of Consulting – Delaware Alliance for Nonprofit Advancement (DANA)
Mr. Tim Konkus
Ms. Billie Travalini
Mr. Tim Dilliplane

APPROVAL OF MINUTES – FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION (FDRPC) BOARD MEETING OF AUGUST 9, 2023

Mr. Eriksen moved for approval of the FDRPC Board meeting minutes of August 9, 2023. The motion was seconded by Mr. Graci and unanimously carried.

AUDIT REPORT (GEORGE FOURNARIS)

Mr. George Fournaris, CPA, CGFM with Belfint, Lyons & Shuman, P.A. reviewed the Fort DuPont audit report. He noted that the audit covered the financial statements for the year ending June 30, 2022, and followed both generally accepted auditing standards and government auditing standards. Fort DuPont operates as an enterprise fund, similar to a private business.

The audit resulted in a qualified opinion due to an issue related to the initial setup of the corporation. At its inception, the state of Delaware transferred land and buildings to Fort DuPont without conducting an appraisal, as required by accounting principles. Instead, the corporation used values based on insured amounts and county assessments, which deviated from standard practices. While the financial statements reflect these property values, they include a disclaimer about estimates, particularly in the allocation of overhead costs to newly constructed or renovated properties.

The financial statements are comparative, including data for FY21, and adhere to generally accepted accounting principles and the accrual basis. The capital assets constitute a significant portion of Fort DuPont's balance sheet, with a book value of approximately \$60 million.

Additionally, the auditors have provided the corporation with a list of correcting journal entries made during the audit, which has already been shared.

In summary, the audit resulted in a qualified opinion due to the non-standard handling of property valuation during the corporation's inception, but the financial statements are otherwise prepared in accordance with accounting principles for government entities.

During the 2022 audit of Fort DuPont, there were several significant audit matters:

1. **Staff Turnover and Document Location:** The audit faced challenges primarily due to staff turnover, making it difficult to locate some of the requested documents needed for the audit.
2. **No Disagreements with Management:** Despite the difficulties with staff turnover and document location, there were no disagreements between the auditing team and the management of Fort DuPont. Management provided all requested representations, and there were no consultations with other accountants on accounting matters, which would have required reporting as per auditing standards.
3. **Government Auditing Standards Report:** The auditors issued a separate report under government auditing standards, as mandated by the Comptroller General of the United States. This report focuses on standards compliance, internal control over financial reporting, and testing of compliance with relevant laws and regulations.
4. **Three Significant Deficiencies:** The government auditing standards report identified three significant deficiencies:
 - a. **Financial Reporting Close Process:** Due to staff turnover and unfilled key positions, there were issues with year-end closing journal entries that had to be posted during the audit, which would typically be completed internally before the audit.

- b. **Allocation of Costs:** Issues were found in the allocation of costs and the proper recording of the cost of property sold during the year, necessitating auditor adjustments.
- c. **Document Tracking:** Staff turnover also affected the tracking and retrieval of important documents required for the audit.

Mr. Fournaris stated that, despite these challenges, the audit was successfully completed, and the auditors are optimistic that the deficiencies will be addressed in the future, especially with the addition of Ms. Janice Moturi to the team.

Mr. Slavin expressed his gratitude to the audit team for their assistance, extra effort and diligence during the audit. He also mentioned that they are already under contract for the fiscal year 2023 audit.

Mr. Eriksen moved for acceptance of the audit report, seconded by Mr. Edgell and unanimously carried.

TREASURER'S REPORT

Mr. Bert Scoglietti, Treasurer, reviewed the Fort DuPont Redevelopment and Preservation Corporation Budget vs. Actuals: FY2022-2023 - FY23 P&L for July 2022 - June 2023.

Dr. Stewart moved for acceptance of the Treasurer's Report, seconded by Mr. Edgell and unanimously carried.

EXECUTIVE DIRECTOR'S REPORT

Mr. Slavin reviewed the Executive Director's Monthly Report For the period August 1, 2023 to August 31, 2023 and noted the following project updates:

Capital Projects

- **Marina Village Project** - The Marina Village project is progressing, with ongoing due diligence, risk assessment, cost evaluation, and design refinement. Approval has been received from the State Fire Marshal's Office for the preliminary plan. Additional approvals are still required from the Delaware City Council, the Planning Commission, Board of Adjustment, DNREC, and the National Park Service.
- **Building 21 (Old Battery Lane duplex)** – This duplex has a brand-new roof on it and it is one of five buildings on the campus that has been targeted for historic preservation this year. They will be implementing mothballing procedures which help to slow the deterioration. The first measure of mothballing is to ensure that the exterior envelope of your building, roofs, siding, doors, and windows are tight so that they are weather proofed will not allow any moisture or water into the building. It was an impressive 2-day job. They found a good contractor, had a good bid and got that project done and will now move on to the roof on the PX building next.
- **Environmental Testing and Remediation of Chapel, Theater, Bakery** – Historic Preservation projects have begun at the chapel, the theater and the bakery. Environmental testing was done and a small amount of asbestos was found in each of the three buildings. The remediation is scheduled

for the following week. After the remediation, steps will be taken to slowly bring those buildings back without incurring the major construction costs that are not currently funded. The buildings will be broom swept clean so they will present a little nicer than they have. New electric service will be brought to the theater so there will be utilities and light inside the theater. Grant funding has been requested for the chapel and theater.

Operations

- **Real Estate Update** – Subsequent to the issuance of the Executive Director’s Report, a residential tenant has advised that they were ending their lease. This leaves one opening for a rental property and one lot at 1311 Officers Row currently listed for sale by Emory Hill.
- **FOIA Requests** – No Freedom of Information Act (FOIA) requests were received during the month, and the organization is in compliance with previous requests.
- **Strategic Plan** – A draft of the Strategic Plan has been completed, with collaboration from the Delaware Alliance for Nonprofit Advancement (DANA).
- **Strategic Plan Public Presentation** – The draft Strategic Plan is complete and Sheila Bravo and Earl Sissel from the Delaware Alliance for Nonprofit Advancement (DANA) will present the plan later in the meeting. A meeting has also been scheduled for September 19, 2023 with representatives of DANA presenting the draft plan to the public.
- **Cultivation Tours** – Chair McMahon and Mr. Slavin are actively promoting the campus through cultivation tours to create some organic buzz about available opportunities and to attract interest from startup business, and businesses interested in relocating from both in state and out of state. Both Secretary of State Jeffrey Bullock and Major General Michael Berry, Delaware National Guard, have toured the campus and Mr. Slavin had a conversation with Ms. Jessica Ball from the Delaware Division of the Arts about using some of the spaces in the built environment and open public spaces to create art programming on the campus.

Mr. Edgell moved for acceptance of the Executive Director’s Report, seconded by Mr. Eriksen and unanimously carried.

COMMITTEE REPORTS

FDRPC Executive Committee Meeting of July 31, 2023

Mt. Whittaker moved for acceptance of the FDRPC Committee Report of July 31, 2023. The motion was seconded by Ms. Rogers and unanimously carried.

PRESENTATION - 2023-2028 STRATEGIC PLAN (DELAWARE ALLIANCE FOR NONPROFIT ADVANCEMENT AND STRATEGIC PLANNING COMMITTEE)

Mr. Earl Sissell, Vice President of Consulting – Delaware Alliance for Nonprofit Advancement (DANA), advised that the Fort DuPont Redevelopment and Preservation Corporation (FDRPC) began working with DANA in February of 2023 on developing the 2023-2028 Strategic Plan. The project started with community input and 109 members of the community and the organization staff participated. 16

interviews were held with members of the board, Legislative representatives and residents of both Delaware City and the Fort DuPont property itself. Two focus groups were held, one was virtual and one was in person at the fire hall. A town hall was also held at the fire hall with about 25 attendees. Based on that information, a survey was made available to the community, from which 62 responses were received. The results of that environmental scan were instrumental in informing the committee's work and developing the plan being presented.

Mr. Sissell reviewed the strategic plan and noted the following:

The organization's mission, vision, and values were revisited and updated. These are the three core pieces for any organization in terms of guiding their work going forward because every decision that an organization makes needs to be founded in that mission, vision and those values. They are:

Vision Statement: Fort DuPont Redevelopment and Preservation Corporation contributes to making Delaware City a dynamic destination, captivating new businesses, residents, and historical and cultural tourists. With a vibrant community and historical heritage, our city thrives along Delaware's scenic byway, offering prosperity, inclusivity, and enriching experiences for all.

Mission Statement: Building a vibrant legacy: Fort DuPont Redevelopment and Preservation Corporation is dedicated to revitalizing the Fort DuPont Campus with a focus on preserving our shared history, healing the environment, developing residential and recreational spaces, and providing economic opportunities. Together, we aim to enhance our community's charm, prosperity, and quality of life.

Value Statement: At Fort DuPont Redevelopment and Preservation Corporation, our core values are the foundation of our vision and mission and guide every aspect of our work. With unwavering dedication, we embrace the values of honesty, stewardship, inclusion, partnership, and progress as we preserve and redevelop the unique environmental, historic, and cultural resource that is Fort DuPont.

Through the values of honesty, stewardship, inclusion, partnership, and progress, Fort DuPont Redevelopment and Preservation Corporation remains steadfast in its commitment to fostering a vibrant and sustainable campus and supporting our community. With our collective vision and shared principles, we forge a path that honors the past, embraces the present, and creates a legacy of local and regional prosperity for the future.

Ms. Sheila Bravo, President and Chief Executive Officer – Delaware Alliance for Nonprofit Advancement (DANA) noted that the questions they asked the community were a combination of “What's working well now?”, “What are things you wish you change?”, and “What do you hope for the future.” After listening and dissecting the information, the Committee spent time determining what success would look like over the next five years and established three main outcomes over the next three to five years: 1) Historic buildings and campus plans are updated, and progress has been made to restore and repurpose towards those plans, 2) There is access to Recreational/Cultural/Nature amenities (walkways/trails are safe and navigable), and 3) The Community supports the FDRPC plans and trusts its decisions.

Four strategies were identified to support these outcomes: 1) prioritizing projects, 2) establishing an affiliated 501C3 organization for fundraising, 3) strengthening stakeholder trust and engagement based on a shared mission, and 4) ensuring long-term financial sustainability. The plan includes specific activities to support each strategy, along with estimated timelines. Costs and partnerships were also acknowledged as vital components.

Conditions and enablers for success were identified, including securing zoning and permitting, meeting environmental regulations, addressing underground infrastructure, staff retention and succession planning, and potential changes to the Board structure to include additional task groups and committees. Through expertise, networks, and regular monitoring of progress, the Board can provide support for the Strategic Plan.

Mr. Edgell moved for adoption of the 2023-2038 Strategic Plan, seconded by Mr. Scoglietti and unanimously carried.

FY 2024 DRAFT OPERATING AND CAPITAL BUDGET FY 2024-26 DRAFT CAPITAL INVESTMENT PROGRAM

Mr. Tim Slavin, FDRPC Executive Director, reviewed the FY2024 Draft Operating and Capital Budget, noting the following:

- Revenues exceed expenditures in the draft budget and will be corrected when the carry forward balance is inserted after the completion of the FY 2023 audit.
- The budget is cautious and conservative. The revenues are predictable but there is also a need to develop more revenue streams and more diverse revenue streams. Future revenue streams include contracts with Blue Water and Lennar, although these are not included in the Fiscal Year 2024 budget.
- Expenses should be monitored a bit closer. There is a better understanding of the operational, capital improvements, deferred maintenance, and infrastructure needs.
- There are significant deferred maintenance issues, including buildings, infrastructure, roadways, pathways, and other facilities.
- One-time revenue of \$1.2 million was received from the sale of 1303 Officers Row and most of the lots on Officers Row. This revenue is not expected to be repeated in the next fiscal year; however, other real estate assets can be monetized or converted to different uses to fund campus amenities and improvements. The Southfield area behind Old Battery Lane heading toward the National Guard Armory is being explored for new land use options, such as residential development.
- The amount of debt has been reduced with the sale of some of the properties on Officers Row. The underlying loans that made some of those improvements possible were refinanced, and a one-time curtailment payment on the existing loans was made, reducing that debt by \$273,000. The current debt load is \$612,000 for the campus. Acquiring additional debt may be necessary to adaptively reuse some of the larger properties, such as Governor Bacon, the Painter Building, and others.

Ms. Janice Moturi, FDRPC Deputy Director/Controller, highlighted key points of the budget as follows:

- The major revenue sources include the state appropriation (\$2.25 million), rental income and tenant reimbursements (approximately \$351,000), and real estate sales (1.26 million, factoring in the last sale on Officers Row which will be used for the curtailment payment for Applied Bank).

- The major expenses include capital improvement projects (budgeted at \$1.85 million, including all associated costs like contracting, design work, and accounting), operating expenses (including payroll, around \$580,000), and debt service (which was reduced by a one-time payment of \$273,000 and includes interest on two loans, totaling \$135,000).
- In an effort to streamline the budget process, every dollar will be allocated to specific expenses or projects.
- Over the past five years, state appropriations have remained relatively stable, with an exception in Fiscal Year 2022 when funding was received for the bike path and the Promenade project. Fiscal Year 2023 had a \$300,000 allocation for operating expenses, which is being carried forward to Fiscal Year 2024 to meet expenses.
- In Fiscal Years 2022 and 2023, there was a peak in real estate sales. With only one property currently up for sale, 1311 Officers Row, a decrease is expected in Fiscal Year 2024.

Referring to the Draft Capital Investment Plan, Mr. Slavin noted that the document is designed to be dynamic, much like a whiteboard or chalkboard, where information evolves over time. Its purpose is to serve as a living document that assists in shaping the future of the capital projects. If a specific capital project is not included in the plan, it's likely that they haven't had the opportunity to add it yet. He advised that staff is always open to receiving input.

Mr. Slavin advised that, despite their best efforts to plan optimally, they must contend with the age of the campus, unforeseen issues such as storms, erosion, wear and tear, equipment breakdowns, and winter weather and, as a result, they may need to shift priorities.

Mr. Whittaker moved for approval of the Fiscal Year 2024 Draft Operating and Capital Budget and the Fiscal Year 2024-26 Draft Capital Investment Program. The motion was seconded by Secretary Garvin and unanimously carried.

DELAWARE CITY UPDATES

Due to the absence of Acting City Manager Michelle Graham, no updates were given.

PUBLIC COMMENT

Mr. Tim Dilliplane announced that the Delaware City library would be host to the Harriet Tubman Underground Railroad Byway: A Photographic Journey Through Delaware exhibit through October 7, 2023.

Ms. Billie Travalini noted that she has been attending meetings for many years with a focus on inclusion and recognizing the history of individuals who lived at Governor Bacon. She relayed her personal experiences as a resident there and requested the creation of programs for children to foster creativity and compassion. Ms. Travalini emphasized the importance of not ignoring history and advocated for giving everyone a voice.

Mr. Tim Konkus noted that the Strategic Plan did not define "stakeholders" and suggested taking some time to find out who they are, in light of the comments made by Ms. Travalini. In response to Mr. Konkus' question about the Bluewater contract, Mr. Slavin advised that, due to a complaint filed in chancery court, he could not provide details of the contract.

EXECUTIVE SESSION

An executive session was not necessary.

NEXT MEETING DATE

The next meeting is scheduled for October 11, 2023 at a time to be determined.

ADJOURNMENT

Mr. Edgell moved for adjournment, seconded by Mr. Whittaker and unanimously carried.

Meeting Adjourned at 7:02 p.m.

APPROVED: *October 11, 2023

Fort DuPont Redevelopment and Preservation Corporation
Budget vs. Actuals: Budget_FY24_P&L Draft 1 - FY24 P&L
July 2023 - June 2024

	Aug-23			
	Actual	Budget	over Budget	% of Budget
Income	0.00			
4005 Carryforward	0.00	300,000.00	(300,000.00)	0.00%
4010 State Appropriation	775,000.00	2,250,000.00	(1,475,000.00)	34.44%
4015 Bike Path Funding	0.00	0.00	0.00	
4020 Roundabout	0.00	0.00	0.00	
4100 RENTAL INCOME	55,817.33	159,623.08	(96,583.56)	39.49%
4100-DN DNREC	0.00	10,500.00	(10,500.00)	0.00%
4100-OM OMB	0.00	9,315.00	(9,315.00)	0.00%
4110 SPECIAL EVENT REVENUE	4,400.00	6,600.00	(2,200.00)	66.67%
4130 CAM REVENUE	0.00	0.00	0.00	
4131 Lawncare - CAM (State Tenants)	0.00	3,200.00	(3,200.00)	0.00%
4132 Snow/Ice - CAM (State Tenants)	0.00	15,000.00	(15,000.00)	0.00%
4133 Community Association	0.00	730.00	(730.00)	0.00%
Total 4130 CAM REVENUE	0.00	18,930.00	(18,930.00)	0.00%
4150 TENANT REIMBURSEMENTS	0.00	0.00	0.00	
4151 Utility Reimbursements	6,167.93	126,000.00	(106,584.20)	15.41%
Total 4150 TENANT REIMBURSEMENTS	6,167.93	126,000.00	(106,584.20)	15.41%
Total 4100 RENTAL INCOME	66,385.26	330,968.08	(244,112.76)	26.24%
4200 REAL ESTATE SALES	226,453.61	1,216,200.00	(989,746.39)	18.62%
4251 Late Payment Fee	0.00	0.00	0.00	
4300 GRANTS	0.00	0.00	0.00	
4400 Sales	40,000.00	0.00	40,000.00	
4430 Services	188,524.22	0.00	188,524.22	
4500 HTC CREDITS	0.00	185,000.00	(185,000.00)	0.00%
4800 BANK LOANS - BUDGETED				
PROCEEDS	0.00	0.00	0.00	
4900 Other Revenue	40,716.25	0.00	40,716.25	
Total Income	1,337,079.34	4,282,168.08	(2,924,618.68)	31.70%
Gross Profit	1,337,079.34	4,282,168.08	(2,924,618.68)	31.70%
Expenses	0.00			
6000 Capital Improvement Expenditure	0.00	0.00	0.00	
6030 Bank Charges	50.00	1,000.00	(850.55)	14.95%
6300 Construction Expenditures	0.00	0.00	0.00	
6463 Office Improvements	0.00	0.00	0.00	
Total 6300 Construction Expenditures	0.00	0.00	0.00	
6400 Building Improvements{77}	0.00	0.00	0.00	
6409a 09a Doors	0.00	0.00	0.00	
6409b 09b Painting-Exterior	0.00	0.00	0.00	
6409c 09c Painting-Interior	0.00	0.00	0.00	
6412 12 Light Fixtures	0.00	0.00	0.00	
6417 Supplies & Materials	0.00	0.00	0.00	
6420 20 General Condititons	0.00	0.00	0.00	
6456 Permitting	0.00	0.00	0.00	
Total 6400 Building Improvements{77}	0.00	0.00	0.00	
6460 ENVIRONMENTAL	3,272.25	0.00	3,272.25	
6470 FEASIBILITY STUDIES	0.00	0.00	0.00	
6730 Market Feasibility Study	0.00	0.00	0.00	
Total 6470 FEASIBILITY STUDIES	0.00	0.00	0.00	
6480 SPECIAL EVENT EXPENSES	0.00	0.00	1,692.45	
6500 PROFESSIONAL FEES	420.00	0.00	2,808.28	
6505 Prof Fees - Engineering	0.00	0.00	0.00	

6515 Prof Fees - Architectural	1,687.50	0.00	1,687.50	
6520R Prof Fees - Legal	42,278.83	240,000.00	(197,721.17)	17.62%
6525R Prof Fees - Accounting	3,355.00	38,196.60	(14,841.60)	61.14%
6545 Roadways/Utilities	91.42	0.00	91.42	
Total 6500 PROFESSIONAL FEES	47,832.75	278,196.60	(207,975.57)	25.24%
6510 DEMOLITION	0.00	0.00	0.00	
6535 PERMITTING	195.00	2,795.78	(2,600.78)	6.97%
6600R FEES - OTHER	0.00	0.00	0.00	
6606 Permit Fees	0.00	1,418.88	(1,418.88)	0.00%
6610 Bank Fees	106.37	1,838.65	(1,732.28)	5.79%
6620 HTC Fees	0.00	7,668.54	(7,668.54)	0.00%
6625 Bank Charges	10.95	0.00	10.95	
6627 Applied Bank Fees	0.00	0.00	0.00	
Total 6625 Bank Charges	10.95	0.00	10.95	
6631 Del City Rental Tax	0.00	1,329.56	(1,329.56)	0.00%
Total 6600R FEES - OTHER	117.32	12,255.63	(12,138.31)	0.96%
6700 IMPROVEMENTS	0.00	1,850,000.00	(1,850,000.00)	0.00%
6702 Building 39-1303 Officers Row	1,117.00	0.00	1,117.00	
6711 Building 20-PX	0.00	0.00	38,125.00	
6712 Building 24-Theater	2,080.00	0.00	2,080.00	
6713 Building 55-Chapel	1,245.00	0.00	1,245.00	
6721 Roundabout	0.00	0.00	457.15	
6734 Building 23-Band Barracks	840.00	0.00	840.00	
6740 Building 28-Bakery	1,085.00	0.00	1,085.00	
6741 Building 30-Stable	9,725.00	0.00	10,825.00	
6749 Pump House	9,485.00	0.00	9,485.00	
Total 6700 IMPROVEMENTS	25,577.00	1,850,000.00	(1,784,740.85)	3.53%
6800 SITE UTILITIES	0.00	0.00	0.00	
6810 Electric	32,653.69	144,000.00	(91,678.92)	36.33%
6815 Gas	629.17	4,400.00	(3,770.83)	14.30%
6820 Water	1,581.99	14,000.00	(11,533.54)	17.62%
6825 Sewer	1,699.17	20,000.00	(18,300.83)	8.50%
6830 Phone/Internet	0.00	10,200.00	(10,200.00)	0.00%
6835 Trash	690.00	0.00	690.00	
Total 6800 SITE UTILITIES	37,254.02	192,600.00	(134,794.12)	30.01%
7000 OPERATING EXPENSES	0.00	0.00	0.00	
7005 Museum	0.00	0.00	0.00	
7009 Computer Support	1,553.59	0.00	2,514.27	
7010 Office Supplies	1,396.83	12,000.00	(7,939.25)	33.84%
7015 Taxes & Licenses	253.63	0.00	253.63	
7020 Travel	0.00	1,000.00	(1,000.00)	0.00%
7025 Meals and Entertainment	114.09	1,040.00	(925.91)	10.97%
7030 Utilities - Office	3,426.57	6,700.00	(967.49)	85.56%
7035 Phone/Internet - Office	152.18	0.00	152.18	
7040 Repairs & Maintenance	1,222.00	5,200.00	(3,978.00)	23.50%
7045 Discretionary Expenses	0.00	7,970.00	(7,970.00)	0.00%
7050 Equipment and Furnishings	0.00	5,100.00	(5,100.00)	0.00%
7051 Uniforms	628.20	0.00	915.95	
Total 7000 OPERATING EXPENSES	8,747.09	39,010.00	(24,044.62)	38.36%
7100 COMMON AREA MAINTENANCE	10.00	0.00	10.00	
7105 Lawn Care	47,960.00	113,000.00	(65,040.00)	42.44%
7110 Storm Water Management	0.00	2,200.00	(2,200.00)	0.00%
7115 Pest Control	0.00	3,200.00	(3,200.00)	0.00%
7120 Fire & Security Monitoring	210.00	4,600.00	(4,390.00)	4.57%
7125 Snow & Ice Removal	0.00	3,800.00	(3,800.00)	0.00%
7130 Building Repairs & Maintenance	0.00	19,000.00	(19,000.00)	0.00%
7135 Road Repairs	0.00	3,300.00	(3,300.00)	0.00%
7140 Landscaping Maintenance	4,521.38	20,000.00	(9,091.32)	54.54%
7141 Auto	1,934.26	9,600.00	(7,665.74)	20.15%
7145 Equipment Expense	2,257.37	42,000.00	(39,742.63)	5.37%

7146 Supplies	0.00	5,900.00	(5,900.00)	0.00%
7830 Utilities	0.00	17,000.00	(17,000.00)	0.00%
7831 Water & Sewer	0.00	2,200.00	(2,200.00)	0.00%
Total 7830 Utilities	0.00	19,200.00	(19,200.00)	0.00%
Total 7100 COMMON AREA				
MAINTENANCE	56,893.01	245,800.00	(182,519.69)	25.74%
7200 DEBT EXPENSE	0.00	0.00	0.00	
7206 P & I - Applied OBL Duplexes	7,071.46	51,180.00	(44,108.54)	13.82%
7207 P & I - PH1D	0.00	72,696.00	(72,696.00)	0.00%
7210 DMHEF Repayment	13,889.57	20,834.45	(0.10)	100.00%
7220 FDRPC RLF Repayment	0.00	273,000.00	(273,000.00)	0.00%
Total 7200 DEBT EXPENSE	20,961.03	417,710.45	(389,804.64)	6.68%
7300 Depreciation Expense	0.00	0.00	0.00	
7500 MARKETING EXPENSES	0.00	0.00	0.00	
7510 Advertising & Promotion	0.00	24,000.00	(24,000.00)	0.00%
7525 Marketing Collateral	0.00	0.00	0.00	
7530 Promotional Memberships	0.00	0.00	0.00	
7540 Stationery & Printing	0.00	0.00	0.00	
7550 Website & Social Media	2,567.25	20,000.00	(17,189.00)	14.06%
7551 Video	0.00	0.00	0.00	
7555 Marketing - Other	0.00	0.00	7,029.95	
Total 7500 MARKETING EXPENSES	2,567.25	44,000.00	(34,159.05)	22.37%
7700 PAYROLL EXPENDITURES				
7710 401k	3,198.10	8,634.00	(5,176.28)	40.05%
7720 Employee Benefits - Health	12,278.20	80,004.00	(54,650.40)	31.69%
7721 Employee Benefits - Dental	29.50	4,050.00	(3,504.87)	13.46%
7730 Payroll Tax Expense	7,988.83	17,809.80	(8,622.99)	51.58%
7740 Salaries & Wages	136,145.30	578,172.58	(553,941.82)	4.19%
7750 Payroll Service Fees	326.16	2,500.00	(1,929.22)	22.83%
Total 7700 PAYROLL EXPENDITURES	159,966.09	691,170.38	(496,045.07)	28.23%
7850 INSURANCE	0.00	0.00	0.00	
7851 General Liability	0.00	9,489.00	(9,489.00)	0.00%
7852 Flood Insurance	338.00	0.00	507.00	
7853 Property	89,460.93	85,080.54	4,380.39	105.15%
7854 Builder's Risk	0.00	3,229.00	(3,229.00)	0.00%
7855 Workers Comp Insurance	0.00	4,404.00	(4,404.00)	0.00%
7856 Auto	15,361.00	15,361.00	0.00	100.00%
7857 D & O/ E&O Insurance	8,855.00	12,757.52	(3,902.52)	69.41%
7858 Business Owners	0.00	0.00	0.00	
7859 Pension & Crime	0.00	1,900.00	(1,900.00)	0.00%
Total 7850 INSURANCE	114,014.93	132,221.06	(18,037.13)	86.36%
8000 VALUE OF REAL ESTATE SOLD	0.00	0.00	0.00	
Administrative Expenses	0.00	417.00	(417.00)	0.00%
Legal Fees - Operating	0.00	0.00	0.00	
Property Management	0.00	0.00	0.00	
7880 Repair & Maintenance	0.00	1,717.00	(1,717.00)	0.00%
7890 Payroll	0.00	0.00	0.00	
7892 Salaries	9,752.64	0.00	9,752.64	
Total 7890 Payroll	9,752.64	0.00	9,752.64	
7900 Security	0.00	70.00	(70.00)	0.00%
Total Property Management	9,752.64	1,787.00	7,965.64	545.75%
Total Expenses	487,200.38	3,908,963.90	(3,275,197.04)	16.21%
Net Operating Income	849,878.96	373,204.18	350,578.36	193.94%
Other Income	0.00			
Reimbursed Expenses	(50.00)	0.00	(50.00)	
Total Other Income	(50.00)	0.00	(50.00)	
Other Expenses	0.00			
ASK MY ACCOUNTANT	0.00	0.00	2,650.00	
Total Other Expenses	0.00	0.00	2,650.00	
Net Other Income	(50.00)	0.00	(2,700.00)	

Net Income

849,828.96	373,204.18	347,878.36	193.21%
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Monday, Oct 09, 2023 08:05:04 AM GMT-7 - Accrual Basis



Executive Director Monthly Report

For the period September 1, 2023 to September 30, 2023

Our board meeting will be held on October 11, 2023 at 8:30 a.m. at the **Delaware City Fire Hall**. Board packets will be distributed via email (as a pdf attachment).

Capital Projects

- **Marina Village**
 - a. Lennar. The Executive Director met with officials from Lennar to review status.

- **Old Elm Ave.** The “dip” and finish coat paving of Old Elm Avenue project is on schedule to mobilize on Monday, October 9, 2023. The detour within the Fort DuPont campus will begin at 9:30 a.m. on October 9 to avoid inconvenience to residents who may commute in the morning. The two-week project schedule calls for demolition, fill, storm drainage installations, and curb and sidewalk installations to be completed by October 21st, weather permitting. The remainder of the work (hot mix paving) would begin thereafter.

- **Branch canal bank revetment and promenade.** There has been no additional communication from DEMA about the delay in funding this approved project. The short-term continuing resolution passed by Congress to fund government through November 17 included \$16B for disaster relief.

- **Post Exchange (PX) Building.** A bid for a new roof on the Post Exchange (PX) has been accepted. Work is expected to begin on or before November 13, 2023.

- **Environmental Testing and Remediation of Chapel, Theater, Bakery.** The Chapel and Theater buildings have both been remediated of all hazardous materials and are now ready for the next phase of restoration work. The theater will receive new electrical service, including a new transformer which will be installed in the utility box on Maple Blvd. FDRPC staff is reviewing plans for the chapel and may proceed with an interim plan—demolition of the modern addition (which was slated for demolition), replacement-in-kind of existing bathrooms at the entrance, and ADA-accessibility via a ramp. This would allow a quicker path toward re-use of the building prior to a full restoration. The bakery building is now being remediated of hazardous materials.
- **Environmental permitting status.** The environmental covenant governing Operable Unit 10 (DNREC Archive Building) was received from DNREC and is now under legal review. Upon signature by FDRPC, the covenant will be returned to DNREC for signature.

Operations

- **Real estate update.**
 - a. Real Estate for sale
 - 1311 Officers Row (lot) currently listed for sale.
 - b. Leasing: All residential properties are leased and being managed by NAI Emory Hill.
- **FOIA Officer.** There were no FOIA requests presented for September 2023.

Other activities:

- Re-certifications achieved. Tim Slavin recently re-certified as a Certified Facilities Manager (CFM) with the International Facilities Managers Association (IFMA), and also re-certified as LEED Green Associate with the US Green Building Council (USGBC).
- A public presentation of the FDRPC Strategic Plan was made on September 19, 2023 at the Delaware City Fire Hall. Approximately 32 people attended the event.
- All FDRPC employees received training and earned certification for CPR and the use of an AED. The training was provided by FDRPC as a workplace benefit.

Cultivation. The following tours and briefings were given:

- Senator Kyra Hofner. Briefing and tour.
- Senator Nicole Poore. Briefing and tour.

- Office of the Governor. Brief discussion about adaptive re-use of existing buildings.
- Delaware City Manager Harry Hill. Briefing and tour.
- Yorkston Consulting, Inc. Discussion about possible contract to assist with formation of Friends of Fort DuPont, Inc.

Committees. The following committee meetings were held in September 2023:

- DHPC: September 6, 2023
- Maintenance: September 12, 2023
- Land Use: September 26, 2023
- Finance and Audit: September 11, 2023
- Executive: September 25, 2023

FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION
DESIGN AND HISTORIC PRESERVATION COMMITTEE MEETING

The Fort Dupont Redevelopment and Preservation Corporation (FDRPC) Design and Historic Preservation Committee meeting was held on July 25, 2023 at the FDRPC Administrative Office, 260 Old Elm Avenue, Delaware City, Delaware with Chair Doug Eriksen presiding. Committee members present were Ms. Roberta DeLeo, Ms. Laura Lee, Mr. Rob McPherson (recused from 3:14 – 3:44 p.m.), and Mr. Dave Turley. Mr. Tim Slavin, FDRPC Executive Director, was also present.

CALL TO ORDER

Chair Eriksen called the Fort DuPont Redevelopment and Preservation Corporation (FDRPC) Design and Historic Preservation Committee meeting to order at 3:00 p.m.

APPROVAL OF MINUTES – DHP COMMITTEE MEETING OF JUNE 6, 2023

Mr. McPherson moved for approval of the DHP Committee meeting minutes of June 6, 2023. The motion was seconded by Ms. DeLeo and unanimously carried.

OLD BUSINESS - PATIO DESIGN REVIEW - 533 COOK STREET (LINDA AND JOSEPH BALDT)

During their meeting of June 6, 2023, Members approved the design application as written, with the caveat that the homeowner will be required to ensure that all Code and drainage requirements are complied with and the DHPC will make recommendations regarding the facing and appearance of the vertical faces of the poured concrete slab.

Chair Eriksen advised that recommendations had been made to the Baldt's regarding the vertical faces of the poured concrete slab.

NEW BUSINESS

Patio Design Review – 1313 Officers Row (Lot 14) (Susan and Bill Rahn)

Members reviewed the request of Susan and Bill Rahn to replace a window on the canal side of the kitchen with a doorway to the side yard and the installation of a paver patio and firepit area at 1313 Officers Row. The construction materials will be consistent with the materials already approved by the FDRPC Board and used for Lot #2 (vinyl clad wood, fiberglass door, composite steps to ground level, and vinyl handrail). The screen door will be similar to the door approved for Lot #1. Mrs. Rahn provided a Community Association Change Request Form and a rough drawing showing the existing site and the proposed plan.

Mr. Turley moved for approval of the request as documented. The motion was seconded by Mr. McPherson and unanimously carried.

Patio Design Review – 513 Cook Street, Lot 48, Canal District (Andrew Domino)

Members reviewed the request of Andrew Domino to construct a 15' wide x 13.5' deep patio in the back yard at 513 Cook Street. Mr. Domino provided a Boundary Survey Plan which indicated the size and location of the proposed patio.

Mr. Slavin noted that Mr. Domino was not present for the meeting and it is possible that the patio has been completed. His email correspondence indicated that there will be at least 3' of lawn retained around the entire patio and the placement of the patio has been marked in his lawn for anyone to see the space.

Mr. McPherson recommended having Mr. Domino submit a completed Community Change Request Form, which is available on the website, and the DHPC will inspect the patio to ensure design standards have been met.

Small Garage/Storage in Rear Yard - 910 Reynolds Street (Robert McPherson)

Members reviewed the request of Robert McPherson to erect a small garage/storage in the rear yard of 910 Reynolds Street to house motorcycle(s), a golf cart, and other yard equipment. The size is not to exceed 10' X 12'. All setbacks will be followed and the site prep will be a 14' x 12' pad of decorative stone, 4 to 6" deep with a barrier of wood sides for proper drainage. The garage, which is being built by Stoltzfus, will be set back 6' from the road to allow 3' for the fence and 3' for maintenance around the garage. They will use the same color palette as the residence to compliment the property. Mr. McPherson indicated that he had not yet decided if the garage would be on the left or right side of the house.

Mr. McPherson provided a Community Association Change Request Form, an aerial photo of the lot, renderings of the style and placement on property, and Article 5 of the Declaration of Covenants related to restrictions on the use of the complex.

Mr. McPherson recused himself as a voting member of the Committee for his presentation.

Responding to Mrs. DeLeo regarding the prohibition of sheds, Mr. McPherson referenced Article 5 - Restrictions on use of Complex – Section 5.1 - Use of Residential Lots – E. Dwelling Houses of the Declaration of Covenants which states: No buildings of any kind shall be erected or maintained on a residential lot except private residential units and, to the extent permitted, detached or attached private garage for the exclusive use of the lot owner or permittee. Mr. McPherson advised that he considered this to be a garage due to the intended use, which is the storage of vehicles.

Members raised the following questions with regard to this and future applications:

- Would they allow garages only for single houses or would they permit them at all units in the development;
- What determines if it is a garage or a storage shed;
- Is a garage a permanent structure and is it required to be on a slab;
- What are the setback requirements and is a variance required;
- What effect will garages have on the appearance of the promenade; and
- What was the intent of the original guidelines.

The Committee suggested that Mr. McPherson contact Delaware City to determine if his proposed structure would be considered a garage and, if so, if it would be considered a permanent structure and what the setback would be.

Mr. Slavin, FDRPC Executive Director, advised that the question for the DHPC was whether it was permissible within the Declaration of Covenants and, if it is, is the phrase “to the extent permitted” a one-off or does it set precedent. He suggested that lot size may influence where they may be permissible.

Mr. Turley moved to continue the Request for Small Garage/Storage in Rear Yard - 910 Reynolds Street (Robert McPherson) pending additional information to be provided at the next meeting. The motion was seconded by Ms. DeLeo and unanimously carried (McPherson not voting).

UPDATES

Chair Eriksen advised that it has been brought to his attention that the property owners at 905 Reynolds Street were planning to put up a shade sail. Members agreed that a shade sail would be a temporary structure that would be permitted.

Mr. Tim Slavin, FDRPC Executive Director, provided updates on the Old Battery Lane duplexes, the Old Elm Avenue project, treatment of the bio-basin, and the maintenance of various buildings, including the chapel and theater. He noted that they applied for a grant from FEMA for the Promenade project and they should know something by the end of August.

PUBLIC COMMENT

Ms. Susan Rahn advised that Rockwell offered patios as an extra option and several people in the neighborhood believe that they don't need to apply for any kind of permit from FDRPC because if Rockwell offered it as an extra, it would be accepted.

NEXT MEETING DATE

The next meeting is scheduled for Tuesday, August 22, 2023 at 3:00 p.m.

ADJOURNMENT

Ms. DeLeo moved for adjournment, seconded by Mr. McPherson and unanimously carried.

Meeting Adjourned at 4:04 p.m.

APPROVED: September 6, 2023

FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION
EXECUTIVE COMMITTEE MEETING

The FDRPC Executive Committee meeting was held August 28, 2023 via Zoom with the anchor location at the FDRPC office at 260 Old Elm Avenue, Delaware City, Delaware with Chair John McMahon presiding.

COMMITTEE MEMBERS PRESENT

Ms. Ruth Ann Miller (Controller General of the State of Delaware)
Dr. Courtney Stewart (Office of Management and Budget)
Ms. Wendy Rogers (Resident of Fort DuPont).

COMMITTEE MEMBERS ABSENT

Mr. Bert Scoglietti (FDRPC Treasurer)

STAFF MEMBERS PRESENT

Mr. Tim Slavin, FDRPC Executive Director
Ms. Janice Moturi, FDRPC Deputy Director/Controller

OTHERS PRESENT

Quinn Kirkpatrick

CALL TO ORDER

Chair McMahon called the FDRPC Executive Committee meeting to order at 9:32 a.m.

APPROVAL OF MINUTES – FDRPC EXECUTIVE COMMITTEE MEETING OF JULY 31, 2023

Dr. Stewart moved for approval of the July 31, 2023 FDRPC Executive Committee meeting minutes. The motion was seconded by Ms. Rogers and unanimously carried.

STATUS ON KEY PROJECTS

Mr. Tim Slavin, Executive Director of the FDRPC, provided updates on the following key projects:

Old Elm Avenue Dip/Roundabout

Staff is expecting to receive the project schedule from A-Del Construction in the next day or so. This project will correct the elevation difference between Old Elm Avenue and the entranceway that causes a dip when exiting or entering the campus. It appears that they will be mobilizing on or about September 15, 2023 and the project is anticipated to take approximately 30 days to finish. Once they have definite dates, the residents will be notified through social media, email, and hand delivery. A-Del has also been asked to improve their signage for this project. The cost of this project is \$299,000.

Responding to Ms. Rogers, Mr. Slavin advised that he hopes that construction will be completed before the Autism Walk and Delaware City Day.

Old Battery Lane Duplex

The project to replace the roof on the older Old Battery Lane duplex mobilized the previous week and crews are currently onsite. This work will stabilize deterioration at a cost of approximately \$20,000.

Theater, Chapel, and Bakery

Environmental testing of the theater, the chapel, and the bakery has been done to identify any hazards that may have been left behind. A small amount of asbestos, primarily in floor tiles, was found and those sites will be remediated, cleaned out, and broom swept for presentation. The testing for all three sites was about \$15,000.

FEMA Grant

They received notice from DEMA that the Federal Emergency Management Agency (FEMA) has approved their grant proposal for the Canal Bank Revetment Project. The estimate is more than a year old and market conditions have fluctuated so hopefully FEMA allows for those changes. This project will finish the Canal District. FEMA has not formally announced the grant award.

Strategic Planning

The working draft of the Strategic Plan will be presented to the FDRPC Board at the September 13, 2023 meeting for discussion. The Delaware Alliance for Nonprofit Advancement (DANA) will then present the Plan to the public on the evening of September 19, 2023. An update on some of the capital projects will also be presented so people have a better understanding of the status of projects. If there is any feedback or anything that they have missed or need to add, it will be revised and brought back for Board consideration and adoption at the October FDRPC Board meeting.

Employee Handbook

The draft employee handbook was received from the consulting firm and will be presented for consideration at the October FDRPC Board meeting.

Open Space/Unbuildable Lots Owned by FDRPC

A homeowner recently asked for consideration to purchase some of the open space that abutted their lands. Rather than disposing of the open space/unbuildable lots, it was decided to consider placing all of those spaces in permanent conservation. Staff is in the process of gathering those parcel numbers and will bring a recommendation forward.

EXECUTIVE SESSION - PRELIMINARY DISCUSSIONS - SALES OR LEASES OF REAL PROPERTY

Dr. Stewart moved to recess into executive session, seconded by Ms. Miller and unanimously carried.

Meeting recessed at 9:42 a.m.

RECONVENE

Dr. Stewart moved to reconvene the FDRPC Executive Committee meeting, seconded by Ms. Miller and unanimously carried.

Meeting reconvened at 9:50 a.m.

ACTIONS TO BE VOTED UPON FROM THE EXECUTIVE SESSION

There was no action to be taken as a result of the executive session.

ADJOURNMENT

Dr. Stewart moved for adjournment, seconded by Ms. Miller and unanimously carried.

Meeting adjourned at 9:50 a.m.

APPROVED: September 25, 2023

Fort DuPont Redevelopment and Preservation Corporation

Employee Handbook



October 11, 2023

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Fort DuPont Redevelopment and Preservation Corporation (“FDRPC”). Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Fort DuPont Redevelopment and Preservation Corporation adheres to the policy of employment at will, which permits the FDRPC or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No FDRPC representative other than Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate FDRPC documents. These FDRPC documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general FDRPC guidelines. The FDRPC may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and Executive Director.

This handbook supersedes all prior handbooks.

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Section 1 - Governing Principles of Employment

1-1 Welcome

Welcome to the Fort DuPont Redevelopment and Preservation Corporation ("Fort DuPont Redevelopment and Preservation Corporation" or "the FDRPC"). We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further FDRPC's goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, FDRPC will continue to achieve its goals. We sincerely hope you will take pride in being an important part of FDRPC's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or Executive Director.

Tim Slavin, Executive Director

1-2 Employment at Will

Employment at FDRPC is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Executive Director of FDRPC.

This means that either the employee or FDRPC may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. FDRPC employees have the right to engage in or refrain from such activities.

1-3 Equal Employment Opportunity

FDRPC is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. FDRPC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Executive Director. FDRPC will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Executive Director. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

1-4 Reasonable Accommodations & Interactive Dialogue

FDRPC is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA). To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom FDRPC has notice may require such an accommodation, without regard to any protected classifications, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Any individual who would like to request an accommodation based on any of the reasons set forth above should contact Human Resources. Accommodation requests can be made in writing using a form which can be obtained from Human Resources. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the employee should contact Human Resources.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, FDRPC will engage in an interactive dialogue with the employee.

Even if employee has not formally requested an accommodation, FDRPC may initiate an interactive dialogue under certain circumstances, such as when FDRPC has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event FDRPC initiates an interactive dialogue with an employee, it should not be construed as FDRPC's belief an individual requires an

accommodation, but will serve as an invitation for the employee to share with FDRPC any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, FDRPC will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how FDRPC may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, FDRPC will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. FDRPC is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

As part of the interactive dialogue, FDRPC reserves the right to request supporting documentation, to the maximum extent permitted by applicable law.

FDRPC will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

FDRPC will not allow any form of retaliation against employees who have requested an accommodation, for whom FDRPC has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact Human Resources.

1-5 Pregnancy Accommodations

In compliance with Delaware law, FDRPC will not discriminate against an applicant or the employee because of pregnancy, childbirth or related conditions. The FDRPC will treat applicants and employees, whom the employer knows or should know are pregnant, as well as other applicants and employees who are similar in their ability or inability to work but who are not pregnant, without regard to the source of any condition affecting the other applicants' or employees' ability or inability to work.

The FDRPC will endeavor to provide a reasonable accommodation to known pregnancy-related limitations of applicants and employees unless the accommodation would impose an undue hardship on the operation of the business.

Accommodations may include:

- providing periodic rest, including more frequent or longer breaks;
- acquisition of equipment for sitting;
- providing light-duty assignments, temporary transfer to less strenuous or hazardous work, or a modified work schedule;
- time off to recover from childbirth; and
- providing break time and appropriate facilities for expressing breast milk.

Applicants or employees will not be required to accept an accommodation if they do not have a known pregnancy-related limitation or if the accommodation is not necessary for performance of the essential duties of the job, nor will the pregnant employee be forced to take paid or unpaid leave if another reasonable accommodation is available which will permit the employee to continue working.

The FDRPC will not deny employment opportunities or take adverse action against a pregnant employee with respect to the terms, conditions or privileges of employment, or for requesting or accepting a reasonable accommodation.

Employees who have questions or concerns about the policy or who wish to request an accommodation should contact Executive Director.

1-6 Non-Harassment

It is FDRPC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as “protected characteristics”). Such conduct will not be tolerated by FDRPC.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on FDRPC premises, while on FDRPC business (whether or not on FDRPC premises) or while representing the FDRPC. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another,

blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;

11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to Executive Director. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Deputy Executive Director. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the FDRPC will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

1-7 Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect FDRPC property, and to ensure efficient operations, FDRPC has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the FDRPC.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on FDRPC premises, while on FDRPC business (whether or not on FDRPC premises) or while representing the FDRPC, is strictly prohibited. Employees and other individuals who work for the FDRPC also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The FDRPC maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any FDRPC employee, including themselves.

1-8 Workplace Violence

FDRPC is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to FDRPC and personal property.

FDRPC does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, FDRPC specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, FDRPC does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in FDRPC policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any FDRPC employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto FDRPC premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede FDRPC's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the FDRPC determines, after an appropriate good faith investigation, that someone has violated this policy, the FDRPC will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the FDRPC to be aware of any potential danger in its offices. Indeed, the FDRPC wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

Section 2 - Operational Policies

2-1 Employee Classifications

For purposes of this handbook, all FDRPC employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for FDRPC benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

2-2 Introductory Period

The first three months of employees' employment is an introductory period. This is an opportunity for FDRPC to evaluate the employee's performance. It also is an opportunity for employees to decide whether they are happy being employed by the FDRPC. The FDRPC may extend the introductory period if it desires. Completion of the introductory period does not alter the employee's at-will status.

2-3 Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing Human Resources of any changes. Employees also should inform Human Resources of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law.

2-4 Working Hours and Schedule

FDRPC normally operates from 8:00 AM to 4:30 PM, Monday through Friday. FDRPC has a 37.5 hour work week.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point FDRPC may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided with a 1-hour meal period and rest periods as required by law. A supervisor will provide further details.

2-5 Remote Work/Telecommuting

FDRPC may allow employees to work remotely if their job duties and work performance are determined to be eligible for remote work. Eligibility will be decided on a case-by-case basis by the FDRPC. Employees also may be required to work remotely during periods of public health emergencies if government orders and mandates recommend such work.

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should consult their individual agreement for specific details of their remote work/telecommuting arrangement, such as expected work hours, equipment provided, and other important information.

Any remote work/telecommuting arrangement may be discontinued by the FDRPC at any time and at the discretion of the FDRPC. Employees also may discontinue the arrangement but may not be guaranteed office space at the FDRPC's location.

At-Will Employment

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by the FDRPC or employee without notice, cause, or liability.

Hours of Work

Employees will work full-time from home. Scheduled hours of work will be set by the employees' manager or supervisor. Employees should maintain regular contact with their supervisors and managers.

Nonexempt employees must accurately record all hours worked pursuant to the FDRPC's timekeeping system and take rest and meal breaks as if in the FDRPC's workplace and as required by law. Nonexempt employees may not work beyond scheduled working hours (including working more than 37.5 hours in a workweek) without prior, written authorization from their manager or supervisor.

Location

Employees will provide, at their expense, a secure, dedicated work area. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times. Employees will maintain security devices and procedures necessary to prevent use by unauthorized persons, including by preventing the connection of any FDRPC-furnished computer system, network, or database to any computer, network, or database other than a computer, network, or database to which connections are provided or authorized by the FDRPC.

Duties

Employees are expected to follow all existing FDRPC policies and procedures. The duties, obligations, responsibilities, and conditions of employment with the FDRPC remain unchanged. Employees must stay engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties remotely, this arrangement will be revoked. Employees are expected to follow existing FDRPC policies with respect to scheduled and unscheduled time off, including the obligation to speak with their manager or supervisor before the scheduled start time in the event of an unscheduled absence, tardy, or early departure.

Accidents and Injuries

Employees agree to maintain safe conditions in the remote work space and to practice the same safety habits and rules applied on FDRPC premises. If employees incur an injury arising out of the course and scope of the assigned job duties while working in the remote work space, the workers' compensation provisions in place for the state in which the employees are working will apply. Employees must notify their supervisor or manager immediately and complete all necessary and/or requested documents regarding the reported injury. The FDRPC assumes no responsibility for injuries occurring in the remote work space outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote workspace.

Equipment

Employees agree to use electronic equipment that has been encrypted and meets all of the FDRPC's security requirements. If the FDRPC provides equipment for home use, employees agree to provide a secure location for FDRPC-owned equipment and will not use, or allow others to use, such equipment for purposes other than FDRPC business. Employees have no expectation of ownership in such equipment, linkages, property, or other items installed or provided by the FDRPC. The FDRPC will bear the expense of removal of any such equipment, linkages, and installations provided by the FDRPC upon the termination of the remote work/telecommuting arrangement but not modification of or repairs to the work location. Employees hereby release the FDRPC from any damage or liability incurred in the installing or removal of the equipment provided by the FDRPC.

Return of FDRPC Property

All equipment, records, and materials provided by the FDRPC will remain FDRPC property. Employees agree to return FDRPC equipment, records, and materials upon request. All FDRPC equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination of the remote work/telecommuting arrangement. All equipment must be returned within five (5) business days of written notice to the employees.

Expenses

Upon presentment of receipts and in accordance with the Business Expense Reimbursement policy, the FDRPC will reimburse employees for certain preapproved expenses.

Regular household utility charges, such as electricity, water, phone, Internet service, auto, homeowners' insurance, etc., are not reimbursable unless state law requires reimbursement.

Confidentiality

Employees agree that they are subject to the FDRPC's policies prohibiting the nonbusiness use or dissemination of the FDRPC's confidential business information. Employees will take all appropriate steps to safeguard the FDRPC's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access such information, and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain confidential information, including, but not limited to, information regarding the FDRPC's products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project reports, sources of supply and material, operating and cost data, and corporate financial information.

Contact

If employees have any questions concerning this policy or would like to apply to work remotely, they should contact Human Resources.

2-6 Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

2-7 Overtime

When FDRPC experiences periods of extremely high activity, additional work may be required. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations. Employees may work overtime only with prior management authorization. Any non-exempt employee who works overtime without authorization may be subject to disciplinary action, up to and including termination.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their regular hourly wage for all time worked in excess of 40 hours each workweek, unless otherwise required by applicable law. Overtime pay is calculated based on actual hours worked. Paid time off, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Saturday and ends 168 hours later at 12 a.m. on the following Saturday.

2-8 Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the employee goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1-1/2) times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

2-9 Safe Harbor Policy for Exempt Employees

It is FDRPC's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for FDRPC. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);

- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the FDRPC has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Human Resources or any other supervisor in FDRPC with whom the employee feels comfortable.

2-10 Your Paycheck

Employees will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, FDRPC is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of Human Resources immediately so the FDRPC can resolve the matter quickly and amicably.

FDRPC requires the direct deposit of paychecks as terms of employment.

2-11 Direct Deposit

FDRPC requires the direct of deposit of paychecks as terms of employment.

2-12 Salary Advances

FDRPC does not permit advances on paychecks or against accrued paid time off. Advance pay for vacation must be requested in writing at least two weeks prior to the vacation period.

2-13 Performance Review

Depending on the employee's position and classification, FDRPC may conduct performance reviews periodically. However, a positive performance evaluation does not guarantee an

increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the FDRPC encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

2-14 Job Postings

FDRPC is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet the following requirements:

- be a current, regular, full-time or part-time employee;
- have been in current position for at least six (6) months;
- maintain a satisfactory performance;
- not be on conduct/performance-related probation or warning;
- meet the job qualifications listed on the job posting; and
- provide their current manager with notice prior to applying for the position.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The FDRPC reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Executive Director.

2-15 Emergency Closings

FDRPC will make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

Section 3 – Benefits

3-1 Benefits Overview

In addition to good working conditions and competitive pay, it is FDRPC's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs FDRPC provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, FDRPC (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the FDRPC intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Executive Director.

3-2 Paid Holidays

FDRPC follows the State of Delaware's schedule with respect to which dates the holidays will be observed each year. When holidays fall or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day, or the eligible employee will receive an additional vacation day at the option of the FDRPC.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible employee will receive an additional day off at the option of the FDRPC.

Full-time employees will be paid for all holidays designated by the State of Delaware.

In addition, FDRPC assigns each employee two (2) floating holidays to be used in any calendar year. The floating holidays must be used in the year they are assigned and cannot be accrued to another year.

3-3 Paid Time Off

FDRPC recognizes that employees have diverse needs for time off from work and, as such, FDRPC has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick and personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

At the approval of the Executive Director, a part time employee working not less than 18.75 hours per week (½ time) may accrue PTO.

Eligibility

PTO is accrued upon hire or transfer into a benefits-eligible position. Eligible employees must be scheduled to work at least 37.5 hours per week on a regular basis. Employees working less than 40 hours per week on a regular basis, on-call and temporary employees are not eligible to accrue PTO. At the approval of the Executive Director, a part time employee of not less 50% time (18.75 hours per week) may accrue PTO on a pro-rated basis.

Availability

PTO accruals are available for use in the pay period following completion of 30 days of employment. All hours thereafter are available for use in the pay period following the pay period in which they are accrued.

Accrual and Payment of PTO

Accruals are based upon paid hours up to 1,950 hours per year, excluding overtime. Employees working less than 37.5 hours per week will earn PTO hours on a prorated basis. Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue on unpaid leaves of absence or upon termination. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

Full-time accrual rates:

Years of Service	Accrual Rate per Bi-Weekly Pay Period	Annual PTO Accrual*	Maximum Accrual**
Less than one year	4 hours	13 days (104 hours)	25.5 days (204 hours)
1-3 years	4.62 hours	15 days (120 hours)	33 days (264 hours)
4-10 years	6.15 hours	20 days (160 hours)	42 days (336 hours)
More than 10 years	7.69 hours	25 days (200 hours)	48 days (384 hours)

*Annual PTO accruals are based on an employee having 1,950 paid hours per year (37.5 hours per week).

**No PTO hours will accrue beyond the maximum accruals listed.

Use and Scheduling of PTO

Employees are required to use available PTO when taking time off from work. PTO may be taken in increments of as low as one (1) hour.

Whenever possible, PTO must be scheduled in advance. PTO is subject to supervisory approval, department staffing needs and established departmental procedures. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The

supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

An employee is required to use PTO hours according to his or her regularly scheduled workday. For example, if an employee works a six-hour day, he or she would request six hours of PTO when taking that day off. PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.

Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.

Payment upon Termination

In accordance with state and federal law, an employee will be paid upon resignation, separation or retirement for all PTO hours accumulated but not used.

3-7 Lactation Accommodations

FDRPC will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible and permitted by applicable law, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The FDRPC may not be able to provide additional break time if doing so would seriously disrupt the FDRPC's operations, subject to applicable law.

The FDRPC will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable. Please consult Human Resources with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

3-8 Workers' Compensation

On-the-job injuries are covered by FDRPC's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow FDRPC procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-9 Jury Duty

FDRPC supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Nonexempt employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Exempt employees are subject to the same 2-week limitation except that they will also receive pay for any days they serve as a juror or witness in a workweek in which they actually perform work. All employees may use any accrued time off if required to serve more than 2 weeks on a jury.

If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, paid time off will be used for this purpose.

3-10 Bereavement Leave

Employees with more than 3 months' service may take up to 3 days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins).

FDRPC may require verification of the need for the leave. The employee's supervisor and Human Resources will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

3-11 Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

3-12 Insurance Programs

FDRPC recognizes the value of benefits to employees and their families. FDRPC supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to FDRPC Summary Plan Descriptions (SPD), which are found on <https://dhr.delaware.gov/benefits/sbo.shtml>, or contact the Executive Director. To the extent of the information provided here conflicts with the SPD or full plan document, the full plan document will control.

3-13 Medical, Dental, and Vision Insurance

Full-time employees working 35 hours or more per week are eligible for insurance following 90 days of service. To keep coverage in force, every insured employee must work a minimum of 35 hours per week. Please click on this link to the State Benefit Office for additional information on the benefits package.: <https://dhr.delaware.gov/benefits/sbo.shtml>

Employees can choose from the various medical plans outlined by the State Benefit Office. For health insurance, please note that the employee will be responsible for the premium amount required to be paid by employee. This applies only to the Health Insurance Program. If an employee desires to participate in the group dental or vision programs, the employee will be responsible for 100% of the premium.

3-14 Long-Term Disability Benefits

Full-time employees are eligible to participate in a Long-Term Disability plan, subject to all terms and conditions of the agreement between FDRPC and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

15 Salary Continuation

FDRPC provides enhanced monetary short-term disability benefits to full-time employees. These enhanced monetary benefits are inclusive of any monetary workers' compensation or statutory short-term disability benefits.

This is not a leave of absence provision. Employees who will be out of work must request a leave of absence. See the Leave of Absence sections of this handbook for more information. Employees will be required to submit medical certification as requested by FDRPC. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested.

3-16 Employee Assistance Program

FDRPC provides the Employee Assistance Program, which offers qualified counselors to help employees cope with personal problems they may be facing. Further details can be obtained through Human Resources.

17 401(k) Plan

FDRPC recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.

Eligibility, vesting, and all other matters relating to these plans are explained in the Summary Program Description (SPD) that can be obtained from the Executive Director.

Section 4 - Leaves of Absence

4-1 Personal Leave

If employees are ineligible for any other FDRPC leave of absence, FDRPC, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days, or sick days. FDRPC will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the FDRPC in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the FDRPC will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the FDRPC will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any FDRPC-provided Short-Term Disability Leave of Absence.

4-2 Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that FDRPC can maintain proper coverage while employees are away.

Section 5 - General Standards of Conduct

5-1 Workplace Conduct

FDRPC endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the FDRPC's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing FDRPC property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of FDRPC's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of FDRPC's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on FDRPC property.
11. Willful or careless destruction or damage to FDRPC assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of FDRPC's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of FDRPC policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and FDRPC reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The FDRPC will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, FDRPC will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2 Punctuality and Attendance

Employees are hired to perform important functions at FDRPC. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the FDRPC.

5-3 Use of Communications and Computer Systems

FDRPC's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other FDRPC policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the FDRPC systems.

FDRPC may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the FDRPC deems it appropriate to do so. The reasons for which the FDRPC may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that FDRPC operations continue appropriately during the employee's absence.

Further, FDRPC may review Internet usage to ensure that such use with FDRPC property, or communications sent via the Internet with FDRPC property, are appropriate. The reasons for which the FDRPC may review employees' use of the Internet with FDRPC property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that FDRPC operations continue appropriately during the employee's absence.

The FDRPC may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The FDRPC's policies prohibiting harassment, in their entirety, apply to the use of FDRPC's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the FDRPC's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-4 Use of Social Media

FDRPC respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect FDRPC interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with FDRPC equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the FDRPC and also expresses either a political opinion or an opinion regarding the FDRPC's actions that could pose an actual or potential conflict of interest with the FDRPC, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the FDRPC's position. This is necessary to preserve the FDRPC's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. FDRPC policies apply equally to employee social media usage.

FDRPC encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

5-5 Personal and Company-Provided Portable Communication Devices

FDRPC-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such FDRPC-provided devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the FDRPC's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a FDRPC-provided or personal device, employees must comply with applicable FDRPC guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a FDRPC-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, FDRPC information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of FDRPC information. This is the only way currently possible to ensure that all FDRPC information is removed from the device at the time of termination. The removal of FDRPC information is crucial to ensure compliance with the FDRPC's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a FDRPC-issued device, the FDRPC's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on FDRPC business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage

is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-6 Inspections

FDRPC reserves the right to require employees while on FDRPC property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on FDRPC or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the FDRPC or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5-7 Smoking

Smoking, including the use of e-cigarettes, is prohibited on FDRPC premises and in all FDRPC vehicles.

5-8 Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompanying them anywhere in FDRPC facilities other than the reception areas.

5-9 Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for FDRPC. Solicitation of any kind by non-employees on FDRPC premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the FDRPC is prohibited at all times. Distribution of literature by non-employees on FDRPC premises is prohibited at all times.

5-10 Bulletin Boards

Important notices and items of general interest are continually posted on FDRPC bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at FDRPC. To avoid confusion, employees should not post or remove any material from the bulletin board.

5-11 Confidential Company Information

During the course of work, employees may become aware of confidential information about FDRPC's business, including but not limited to information regarding FDRPC finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to the FDRPC's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to FDRPC's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the FDRPC may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-12 Conflict of Interest and Business Ethics

It is FDRPC's policy that all employees avoid any conflict between their personal interests and those of the FDRPC. The purpose of this policy is to ensure that the FDRPC's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the FDRPC.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the FDRPC, by any employee who is in a position to directly or indirectly influence either the FDRPC's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the FDRPC;
3. being compensated by any property owner on the FDRPC campus for work completed at the request of the property owner;
4. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the FDRPC or which competes with the FDRPC; and/or

5. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the FDRPC.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.


This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the FDRPC.

5-13 Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the FDRPC's intellectual property, such as audio and video  recordings, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the FDRPC is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

5-14 Health and Safety

The health and safety of employees and others on FDRPC property are of critical concern to FDRPC. The FDRPC intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the FDRPC's premises, or in a product, facility, piece of equipment, process or business practice for which the FDRPC is responsible should be brought to the attention of management immediately.

Periodically, the FDRPC may issue rules and guidelines governing workplace safety and health. The FDRPC may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

5-15 Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, FDRPC may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the FDRPC. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The FDRPC generally will attempt to identify other available positions, but if no alternate position is available, the FDRPC retains the right to decide which employee will remain with the FDRPC.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-16 Employee Dress and Personal Appearance

FDRPC provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

To ensure FDRPC customer-facing employees who are engaged in service and delivery functions are clearly identified as representing FDRPC, we have established the following uniform policy.

Employees engaged in tasks involving customers are encouraged to wear company-designated shirts or similar non-branded shirts while working and representing FDRPC.

Each new trade employee will receive three 3 uniforms. The uniforms are considered company property and are to be returned in the event of termination of employment or anytime on demand.

Upon issue, company shirts and uniforms become the responsibility of the employee for maintenance and care. In the event a shirt or uniforms need to be replaced, employees will be required to return the shirt or uniform in exchange for a replacement. While normal wear and tear is expected, excessive damage or loss of company issued apparel may result in disciplinary action.

FDRPC may issue new shirts and uniforms periodically or require shirts and uniforms to be returned for special purposes (e.g., logo change, corporate color change). Employees will be given notice of the exchange, and FDRPC will provide a suitable replacement.

Employees are required to return all issued shirts and uniforms upon termination of employment. If all issued shirts and uniforms are not returned, FDRPC reserves the right to deduct the cost of the shirts or uniforms from the employee's final paycheck (except where such deductions are prohibited by state law).

Any questions or complaints regarding the appropriateness of attire should be directed to the Executive Director. Decisions regarding attire will be made by the Executive Director.

5-17 Publicity/Statements to the Media

All media inquiries regarding the position of the FDRPC as to any issues must be referred to Executive Director. Only Executive Director is authorized to make or approve public statements on behalf of the FDRPC. No employees, unless specifically designated by Executive Director, are authorized to make those statements on behalf of FDRPC. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the FDRPC must first obtain approval from Executive Director.

5-18 Operation of Vehicles

All employees authorized to drive FDRPC-owned or leased vehicles or personal vehicles in conducting FDRPC business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on FDRPC property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

FDRPC-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

Employees who drive on FDRPC business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-19 Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the Executive Director along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

5-20 References

FDRPC will respond to reference requests through the Human Resources and/or Human Resources Department. The FDRPC will provide general information concerning the

employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Executive Director.

Only the Executive Director may provide references.

5-21 If You Must Leave Us

Should any employees decide to leave the FDRPC, we ask that they provide a Supervisor with at least 2 weeks advance notice of departure. Thoughtfulness will be appreciated. All FDRPC, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the FDRPC's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay FDRPC (through payroll deduction, if lawful) for any lost or damaged FDRPC property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

5-22 Exit Interviews

Employees who resign are requested to participate in an exit interview with the Executive Director, if possible.

5-23 A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about FDRPC. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, FDRPC, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the FDRPC or its personnel policies and practices.

General Handbook Acknowledgment

This Employee handbook is an important document intended to help employees become acquainted with Fort DuPont Redevelopment and Preservation Corporation. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the FDRPC's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this handbook.

I have received and read a copy of Fort DuPont Redevelopment and Preservation Corporation's Employees handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the FDRPC at any time.

I have read and understand Fort DuPont Redevelopment and Preservation Corporation's Non-Harassment policy. I agree to adhere to the policy and report any conduct that I witness that may be in violation of the policy.

I further understand that my employment is terminable at will, either by myself or the FDRPC, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of Fort DuPont Redevelopment and Preservation Corporation other than the Executive Director may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the FDRPC's Employee handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.