

THE INSTITUTE FOR AEGEAN PREHISTORY (INSTAP)

Supplement for Work Rules and Policies for:

THE INSTAP STUDY CENTER FOR EAST CRETE

A. Introduction

This document has been prepared to acquaint you with the policies for the INSTAP Study Center for East Crete (hereafter “INSTAP SCEC”). Employees, INSTAP SCEC fellows, interns, contractors, and supervisors (referred to collectively as “INSTAP Affiliates”) will be referenced as well. Please take time to read this document carefully and then save it for future reference.

B. Work Environment

1. Personnel Records

Each INSTAP Affiliate has a personnel file maintained in the appropriate administrative office. The appropriate administrative office should be contacted as soon as possible for changes in home address, telephone number, marital status, emergency contact, or number of dependents. All personnel files are confidential, except as may be required by law or the needs of INSTAP. Personnel files are available only to the appropriate staff and the INSTAP Affiliate. Those who wish to review their personnel files may make arrangements directly with the office where those files are located:

- A) Elaine Magalona, Human Resources Manager
The Millburn Corporation
1270 Avenue of the Americas, 11th Floor
New York, NY 10020
212-332-2031
emagalona@millburncorp.com

- B) Dr. Thomas Brogan, Director
The INSTAP Study Center for East Crete
Pacheia Ammos, Crete 72200
Greece

30-28420-93027
tombrogan@instapstudycenter.net

- C) Dr. Elizabeth Shank, U.S. Coordinator
The INSTAP Study Center for East Crete
2133 Arch Street, Suite 300
Philadelphia, PA 19103
215-496-9914
elizabethshank@hotmail.com

2. Office Hours

Each INSTAP Affiliate's regular work schedule will be determined on a case-by-case basis depending on the needs of his or her position.

3. Attendance

If an INSTAP Affiliate plans to be out of the office for any reason (travel, vacation, planned medical procedure, etc.) he or she should advise his or her supervisor and the appropriate co-workers in advance.

If an INSTAP Affiliate is unable to report to work because of illness or emergency, the supervisor should be informed as far in advance as possible. The INSTAP Affiliate should make every attempt to speak directly with his or her supervisor.

4. Moonlighting

INSTAP does not restrict an Affiliate's right to perform work outside of INSTAP as long as the work performed does not interfere with his or her work performance and attendance, or otherwise conflict with the interests of INSTAP. He or she may not make inappropriate use of INSTAP's facilities for his or her outside business activities.

5. Personal Injury at Work

INSTAP Affiliates who are injured while at work or traveling on INSTAP business are required to notify their supervisor within 48 hours unless physically unable to do so. If the injury requires medical treatment, the physician or hospital providing treatment should be informed that it is a work-related injury.

INSTAP Affiliates who are injured at work are covered under INSTAP's worker's compensation insurance policy.

6. Expense Reimbursements

Approved travel or other expenses incurred by an INSTAP employee, fellow, intern, contractor, or supervisor on behalf of INSTAP should be submitted to the appropriate supervisor. Original receipts must be attached to the expense reimbursement form.

An advance may be provided to an INSTAP Affiliate who expects to incur significant expenses and is not reasonably able to incur the expenses in anticipation of reimbursement. Advances must be requested in writing to the appropriate supervisor. The INSTAP Affiliate is responsible for a written accounting of the expenses incurred, including receipts, and will reimburse the INSTAP Affiliate for any unexpended funds.

Travel or other expenses as well as advances must be pre-approved by the appropriate supervisor.

7. Benefits and Unpaid Leave

A) Holidays

The offices in Greece are closed for the following U.S. holidays: New Year's Day, Independence Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

In addition, the office in Greece observes closings at the major Greek holidays, which include: Epiphany, Kathara Deftera, Greek Independence Day, The period of Greek Easter (including Good Friday, Good Saturday, and Easter Monday) May Day, The Holy Spirit, August 15 (Assumption), Ohi Day, The Day after Christmas, New Year's Eve.

B) Vacation

All permanent, full-time employees receive vacation time in the following amounts per calendar year.

Length of Service
0-1 years

Annual Vacation
20 days/year

1-2 years	21 days/year
3-10 years	22 days/year
10+ years	25 days/year

Vacation time accrues on a monthly basis according to the calendar year. For employees whose first year of employment does not coincide with the calendar year, vacation is pro-rated. For permanent, part-time employees who are scheduled to work an average of 25 or more hours per week vacation time accrues per the above scale on a pro-rated basis (except in special circumstances). Temporary employees do not receive vacation time except in special circumstances.

Although vacation time begins to accrue on a monthly basis, beginning on the first day of employment, it may not be used during the first three months of employment. If a scheduled holiday falls within an employee's vacation, the day should be recorded as a holiday rather than as a day of vacation. A maximum of five vacation days may be carried over from year to year. Exceptional circumstances may be discussed with the employee's supervisor.

Employees who leave INSTAP and have been employed more than three months will be paid for unused and accrued vacation time provided that they have not been terminated for "misconduct."

C) Bereavement time

In the event of a death in a permanent, full-time employee's immediate family, the employee will be allowed to take up to five days off with pay. Immediate family is defined as a parent, spouse, domestic partner, child, sibling, or grandparent, or an individual whose relationship to the employee is essentially equivalent to an immediate family member.

Additional time off may be taken at the discretion of the employee's supervisor.

D) Sick days and short-term disability

INSTAP Affiliates are to notify their supervisor as soon as possible if they are out sick. INSTAP Affiliates who are full-time employees may take up to ten sick days per year, accrued on a monthly basis, when they are prevented from working by illness or injury; the total is not accruable from year to year, and may not be used as vacation time. For employees whose first year of employment does not coincide with the calendar year, sick leave is pro-rated. Exceptional circumstances should be discussed with the employee's supervisor.

G) Family Leave

Paid Family Leave

Expecting Mothers may take two months of paid leave before childbirth and two months of paid leave after childbirth. After returning to work, Mothers may take a two hour reduction in their workday for 12 months, followed by a one hour reduction for six months. Alternatively, Mothers may take a one hour reduction for 2.5 years.

Unpaid Family Leave

Eligible employees may be eligible for up to 12 work weeks of unpaid leave within a rolling 24 month period. The rolling 24 month period is measured backward from the date an employee uses leave for any of the purposes set forth below.

Employees who have worked for INSTAP for at least 12 months and have worked at least 1,000 base hours during the 12 month period preceding the commencement of the leave may be eligible for this unpaid leave.

This unpaid leave is permitted for one more of the following reasons:

- The care of a newly-born or adopted child, so long as leave begins within one year of the date the child is born or is placed with the employee.
- The care of a parent, child under 18, spouse, civil partner, or same sex domestic partner who has a serious health condition requiring in-patient care, continuing medical treatment or medical supervision.

An eligible employee will not be required to use the unpaid leave potentially available under this section in one block. In some cases, the leave may be taken on an intermittent or reduced schedule basis, when medically necessary.

Any employee seeking unpaid leave under this Section must request the unpaid leave in writing (absent an emergency or unusual circumstance) through the employee's supervisor, and thirty days advance notice is required for "foreseeable" leave requests. Medical certification is required in support of the unpaid leave, and periodic certifications during the unpaid leave period also may be required.

An employee's absence or unpaid leave, as with other leave requests, may impact an employee's eligibility for and/or amount of pay increase where

the pay increase is based on seniority, length of service or work performed.

Employees may be required, at the discretion of their supervisor, to use concurrently vacation days while taking Family Leave, to the extent the vacation days are available for use by the employee. In order to concurrently use vacation days, employees must comply with INSTAP's applicable paid vacation policies. During the unpaid leave under this section, INSTAP will not continue contributions for insurance and other benefits, including pension contributions. Paid vacation days do not accrue during an unpaid leave under this section.

H) Leave of absence with pay

A request from an employee for a leave with pay must be referred first to their supervisor for appropriate action.

I) Other Leave of Absence

Any other leave of absence is a temporary suspension of employment without pay at the request of the employee. Employees must have worked for INSTAP for at least one year before a request for an "other" leave of absence will be considered. All requests must be submitted in writing to the INSTAP Executive Director, and will be considered on an individual basis taking into account the nature of the employee's position, the employee's previous work record, length of service, the reason for the request, and the needs of INSTAP.

Any approved leave is without pay, and vacation days will not accrue during this period. The employee may continue his/her medical benefits if arrangements are made for the employee to pay the full amount of the premiums.

J) Research leave requests

INSTAP is committed to supporting the research interests and professional development of its staff. INSTAP does not have a paid sabbatical system. INSTAP Affiliates can have unpaid leave for 6 months to a year with the approval of their supervisor. INSTAP will try to keep the position available, dependent upon fiscal responsibilities.

K) Benefits during leave

A research leave may result in the cessation of some of the person's benefits. For United States citizens who are full-time employees, INSTAP will continue full health insurance benefits. If a staff member accepts a fellowship at another institution that relieves INSTAP of salary equivalent to the costs of benefits for up to one year, INSTAP will not continue to pay for benefits. Retirement contributions will continue for all research and professional development leaves, provided that the employee continues to receive compensation from INSTAP during the period of leave. INSTAP will maintain the life insurance policy for United States citizens who are full-time employees for the period of research leave, for up to one year. No vacation will accrue during the period of paid or unpaid leave.

L) For staff on the euro payroll enrolled in IKA

If you are granted a leave of absence, according to IKA regulations the employee continues to be covered by the medical plan for one year, if they have the requisite number of credits. Because IKA pension is linked to payroll payments, the pension contributions would be suspended for any unpaid leave period.

8. Retirement Policy

A) Retirement Policy for Employees in Greece, paid in Euros

The INSTAP SCEC complies with all regulations regarding the employer and employee contributions to IKA that provide health care during employment and after retirement, as well as severance upon retirement and pension payments after retirement. When an employee reaches retirement age, the INSTAP SCEC can require him/her to retire from work at the INSTAP SCEC.

Upon retirement, INSTAP SCEC employees in Greece on the euro payroll are eligible for Greek government-mandated severance packages, based on years of service and salary. The severance payment is based on a progressive scale measuring length of service starting after 2 months of employment and extending through 28 years of service. A percentage based on years of service is then applied to the salary at the time of retirement to calculate the mandated severance payment. The INSTAP SCEC pays severance according to these mandated guidelines and contributes an additional percentage based on two IKA-defined employment categories. A lump-sum severance

payment is paid with a separate check presented on the last day of employment. All other benefits cease at the time of retirement, including the private health insurance policy. It is a policy of the INSTAP SCEC not to award “terminal sabbaticals” upon retirement.

All other benefits cease at the time of retirement.

B) Retirement Policy for Employees paid in USD

The INSTAP SCEC participates in The Institute for Aegean Prehistory 401(k) and Retirement Plan (the “Plan”) to provide an additional financial benefit to employees and to afford participants the opportunity to save for retirement. Participants have the option to make contributions to a traditional 401(k) and make salary deferrals on a tax-favored basis. Subject to the conditions set forth in the Plan, pre-tax amounts contributed, and earnings on these amounts, are not taxed until withdrawal. Additionally, participants may make their contributions to a Roth 401(k) account and have their contributions taxed in the year of deferral. Subject to the conditions set forth in the Plan, Roth 401(k) contributions and their earnings are not subject to additional taxation at the time of a qualified distribution. Participants may elect to contribute to one or both types of 401(k) accounts.

As per our current plan document, employees may make voluntary contributions up to 70% of their earnings up to a maximum, which in 2012 is \$17,000. In addition, individuals who will be at least age 50 by the end of the tax year may make an additional “catch-up” contribution of up to \$5,500 for 2012. Individualized contribution schedules may be arranged with Human Resources.

Regardless of an employee’s participation or non-participation, all employees may receive a “safe harbor” contribution to the Plan equal to 3% of total compensation. A safe harbor notice providing a narrative of the allocation will be provided prior to November 30th of each year for the year following. Safe harbor contributions are made at the end of each calendar year, and are made on a pre-tax basis, and are subject to taxation at the time of distribution. Additionally, after one year’s service and provided he or she is an employee of INSTAP on the last day of the year, INSTAP may make a discretionary contribution to the employee’s account in the Plan equal to a uniform percentage of the employee’s eligible compensation (such eligible compensation is subject to the Internal Revenue Service annual eligible compensation limit which for 2012 is \$250,000) which percentage will be determined each year by INSTAP, but is currently 6%. The initial contribution is pro-rated, and is based on the compensation earned beginning with the first full month following the employee’s first anniversary date, through December 31 of that year. All discretionary contributions are

made on a pre-tax basis, and are subject to taxation at the time of distribution.

A Plan participant may, by written application, borrow amounts in his or her Plan account subject to the terms and conditions as set forth in the Plan. The principal balance of a loan shall not be less than \$1,000. Participants are entitled to borrow half of their vested account balance up to a maximum of \$50,000, less the highest outstanding loan balance in the prior 12 months. The loan must be paid back over a maximum of five years with the exception of home purchases, which are eligible for a longer time period. The loan plus interest is repaid through payroll deductions. In the event you separate from service, your outstanding loan balance must be paid within 90 days beginning on the first day of the quarter following your date of termination. Should you fail to repay this obligation, a 1099R will be issued and the outstanding loan balance become a taxable event to you.

Participants may allocate their money into a variety of investment choices. Once an employee is enrolled in the Plan, investment adjustments can be made directly through the Sentinel Benefits website or Sentinel Benefits Member Service Center. Furthermore, each year you will receive a 404(a)(5) fee disclosure notice, as required by the U.S. Department of Labor, this notice is to better help you make investment related decisions in regards to your account.

Changes to a participant's salary deferral percentage are permitted quarterly with at least 15 days advance notice. Please contact Human Resources to complete the contribution change form needed to initiate changes to your salary deferrals.

The Plan Administrator has circulated a copy of the Plan document to each plan participant. Please contact Human Resources for additional information regarding the Plan.

9. Other Employee Benefits, Employees paid in USD

A) Health Insurance

INSTAP provides each employee with major medical and hospital insurance, beginning on the first day of employment.

INSTAP's Group Health Plan allows employees to select healthcare providers both inside and outside the insurance company's network. The Company provides generously subsidized health insurance rates to employees. Employees may extend medical coverage to Dependents, but are required to contribute toward the additional cost of providing health insurance to their

Dependents. Monthly health insurance contributions will be deducted from the employee's monthly salary. The Institute for Aegean Prehistory Section 125 Plan has been established so that this deduction is paid for with pre-tax dollars, further reducing the cost to the employee. An election form must be signed by employees who wish to participate in the plan.

Human Resources can provide summary plan descriptions, policy documents and employee monthly health care contribution amounts.

B) Continuation of Health Benefits

Under federal law, when an employee leaves a position, he or she may be eligible to elect continuation of group medical benefits at his or her own expense (usually for 18 or 36 months). If there are dependents who are covered under the plan, they also have the option to continue their benefits, either in conjunction with the employee, or separately.

Benefits may be continued until one of the following events occurs:

- Employee or dependents are covered under another group health plan that does not include a pre-existing condition clause that applies to the employee or to a covered dependent.
- Employee or dependents are covered under Medicare.
- Employee or dependents notify the Company to stop coverage.
- Employee or dependents fail to pay the monthly premium on time.
- Employee or dependents reach the end of the continuation period.
- The Company's Group Health Plan is no longer in force.

If the Social Security Administration determines that an individual is totally disabled at the time of termination of Group Health Coverage, he or she may be entitled to an extension of the COBRA Continuation Coverage period to a maximum of 29 months. Proof of the Social Security Administration's acceptance of disability determination must be submitted to the Company within 60 days of that determination.

An election form and further explanation of an individual's rights under COBRA may be obtained from Human Resources.

C) Life Insurance

Employees receive one and a half (1.5) times their annual salary in group term life insurance (GTL), at no charge to the employee, up to a maximum coverage of \$150,000. The policy becomes effective on the first day of employment.

The imputed cost of GTL coverage in excess of \$50,000 must be included in income. The annual amount of imputed income, determined by the IRS Premium Table, is reflected on each employee's W-2.

D) Long Term Disability

INSTAP provides Long Term Disability (LTD) coverage to employees who are disabled for more than 90 days, and pays 60% of salary up to a maximum of \$6,000 per month. The cost of coverage is included on each employee's W-2 as imputed income such that employees receive the LTD benefit on a tax-favored basis unless an employee has opted out of receiving this benefit on a tax-favored basis. The amount of imputed income is equal to the premium attributable to the cost of LTD coverage. Contact Human Resources and refer to the official plan document and summary plan description for further details.