EMPLOYEE HANDBOOK

[COMPANY NAME]

Table of contents:

1. Purpose
2. Introduction
   1. Employment applications
   2. Employment relationship - Employment-at-will
   3. Changes in policy
3. Definitions of Employee Status
   1. Types of employees
4. Employment policies
   1. New employee orientation
   2. Confidentiality
   3. Prohibition of discrimination and employment equity
   4. Probationary period for new employees
   5. Work hours
   6. Lunch time
   7. Break periods
   8. Emergency closings
   9. Employee personnel files
   10. Personnel data changes
   11. Performance review
   12. Disciplinary action
   13. Employment termination
   14. Work safety
   15. Health issues
   16. Medical attention
   17. Building security
   18. Company supplies and expenditures
   19. Expense reimbursement
   20. Visitors in the workplace
5. Wage and Salary Policies
   1. Wage or salary increases
   2. Timekeeping
   3. Overtime
   4. Paydays
6. Code of Conduct
7. Benefits
   1. Insurance
   2. Simple IRA
   3. Social Security and Medicare
   4. Vacation
   5. Record keeping for vacation hours
   6. Holidays
   7. Jury duty and military leave
8. Employee Communications
   1. Procedure for handling complaints
   2. Bulletin boards
   3. Suggestion box
   4. Staff meetings

**1. Purpose of this Handbook**

This handbook was created to introduce you to **[Company Name]** and provide information about working conditions, benefits, and policies essential to your employment here. The information you’ll find in this handbook applies to all **[Company Name]** employees.

Following the policies described in this handbook is a condition of your employment. However, nothing in this handbook alters an employee’s status. Nothing in this handbook shall constitute nor be construed as a promise of employment or a contract between the Company its employees.

The Company reserves the right to interpret this handbook's content as it sees fit, and to deviate from any policy when it deems necessary and in the best interest of its mission.

The handbook is a summary of our policies, which are presented here for informational purposes. You are responsible for reading, understanding, and complying to the provisions of this handbook. We hope to provide you with a work environment that is constructive to your personal and professional growth.

## **2. Employee Handbook Introduction**:

Welcome **to [company name]** We’re glad to have you here.

We’ve been in business since **[year]** and since that time have developed the philosophy that [company philosophy]. Our overriding goal is **[your company’s main goal]**. Our mission is **[give mission statement]**.

If you’re reading this, we think you’re a great fit for us.

### 2.1 Employment applications.

We rely on the accuracy of employment application information and any other data candidates provide during the hiring process.

Falsifications, misrepresentations, or material omissions may result in the exclusion of the candidate from consideration for employment. If the candidate has been hired, termination of employment may be considered.

### 2.2 Employment relationship -Employment-at-will

You enter into this employment voluntarily, and are free to resign at any time for any reason or no reason. Likewise, **[Company Name]** is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy.

### 2.3 Changes in policy.

This handbook replaces previous employee handbooks, memos, and manuals. We reserve the right to interpret, cancel, change, suspend, or dispute, with or without notice, all or any part of these policies, procedures, and benefits at any point. Employees will be notified of changes.

Changes take effect on dates determined by the Company.

## **3**. **Definitions of Employee Status**:

An “employee” of **[Company Name]** is a person who regularly works for **[Company Name]** on a wage or salary basis. “Employees” may include exempt, non-exempt temporary, regular full-time, regular part-time employees, and other employees who are subject to the control and supervision of **[Company Name]** in the performance of their duties.

### 3.1 Types of Employees:

* Exempt.
* Non-exempt.
* Regular full-time.
* Regular part-time.
* Temporary.

*Exempt vs Non-Exempt*

The majority of employees are non-exempt, meaning they are entitled by law to at least minimum wage and premium pay for overtime. Exempt employees are not subject to these laws. Exempt status is defined by particular standards set by state law and the Federal Labor Standards Act (FLSA). This class of employee is usually an executive, an administrator, or a highly paid specialist such as a programmer.

*Regular vs. Temporary*

Regular employees work a regular schedule, either on a full-time or part-time basis. To be considered full-time, an employee must work at least per week. A temporary employee is a person we hire for a short period (usually 3 months at maximum) to assist with a project or remedy a staff shortage. A temporary employee is also employed on an "at-will" basis.

## **4. Employment Policies:**

### 4.1 New employee orientation.

Human resources provides orientation for all new employees. This includes an overview of the company history, an explanation of company vision, mission, values, goals and objectives. Orientation also includes an explanation of tax and legal issues, benefits, and help completing necessary paperwork.

Any outstanding employee information, such as emergency contacts or tax information, is to be collected at this time.

Employees are presented with codes, keys, procedures, and secret handshakes needed to access their workspace. Supervisors introduce new hires to staff, explain company evaluation procedures, review position role and job description, and help them start working.

### 4.2 Confidentiality

Protecting trade secrets and confidential business information is essential to the success of Company Name.

Such confidential information includes (but is not limited to): pending projects and proposals, proprietary production processes, compensation data, personnel/payroll records, financial information, marketing strategies, and conversations with people associated with the company.

As a condition of employment, employees must sign a non-disclosure agreement. Employees improperly disclosing or using confidential business information or trade secrets are subject to disciplinary action, including termination and legal action.

### 4.3 Prohibition of discrimination and employment equity

**[Company Name]** does not discriminate in employment opportunities or practices because of race, sex, national origin, color, religion, age or disability. We make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

### 4.4 Probationary period for new employees.

The probationary period for regular employees is for **[90 days]** from hire date. This is a time for management to evaluate new employees, and for new employees to evaluate the company.

During the probationary period, the company and the employee can terminate employment without notice. Upon completion of the probationary period, a review will be given and benefits will begin as appropriate.

### 4.5 Work hours.

**[Company Name]** is open from [X a.m. To X p.m. Day of Week - Day of Week],except for Holidays (See below, section Holidays). The standard workweek is **[40]** hours (see below section Overtime).

For calculating employee benefits, the work week begins on **[Sunday (starting at 12:01 a.m.) Through Saturday (ending at 12:00 a.m.)],** unless a supervisor makes other arrangements with the employee.

### 4.6 Lunch time

Employees benefit from a **[55-minute]** break for lunch. Lunch breaks generally are taken between the hours of **[11:30 a.m. and 2:30 p.m.]**

### 4.7 Break periods.

**[Company Name]** allows breaks during the following times: **[times here]**. If employees have unexpected personal business to take care of, they must **[notify their direct supervisor to discuss time away from work and make provisions as necessary]. (Or:) [Company Name does not allow breaks except during the lunch period.]**

### 4.8 Emergency closings.

Emergencies including fires, severe weather, or power failures can disrupt company operations. **[Executive Staff]** will make the decision to close. Employees will receive an official notification from their supervisors if the company is closed due to emergency.

### 4.9 Employee personnel files.

Employee personnel files include: **[job application, job description, résumé, records of training, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.]**

Personnel files are **[Company Name]** property. Access to information they contain is restricted. Management personnel of **[Company Name]** who have a legitimate reason to review the file are allowed to. To review their own file employees should contact their supervisor or Human Resources Representative.

### 4.10 Personnel data changes.

Employees are responsible for notifying their supervisor or **[Company Name's]** Human Resources Department of changes such as: mailing address, telephone number, name, number of dependents, and emergency contacts. An employee’s personnel data should be accurate and current at all times.

### 4.11 Performance review.

Supervisors give formal performance reviews every **[six months].** Informal performance reviews may be conducted more often.

Performance reviews are for employees and supervisors to talk about current tasks and discuss ideas for achieving work goals. Performance is directly tied to wage and salary increases. Performance reviews will have a direct effect on your compensation.

### 4.12 Disciplinary action.

**[Company Name]** holds each of its employees to certain work rules and standards of conduct (see Section 5). When an employee deviates from these rules and standards, **[Company Name]** expects the employee’s supervisor to take action.

Though committed to a progressive approach to disciplinary action, **[Company Name]** considers certain rule infractions and violations of standards as grounds for immediate termination of employment.

These include, but are not limited to:

* Unauthorized access to company property outside of business hours.
* Using company equipment and/or company vehicles without authorization.
* Theft.
* Insubordination.
* Vandalism or destruction of company property.
* Misrepresentations of **[Company Name]** to a customer, a prospective customer, the general public, or an employee.
* Sharing company business practices.

### 4.13 Employment termination.

Terminations are part of personnel activity at any company. Examples and definitions of common termination types:

* Termination – Employment termination initiated by **[Company Name]**.
* **[Layoff](/layoff-letter)** – Employment termination initiated by **[Company Name]** for non-disciplinary reasons.
* Resignation – Employment termination initiated by an employee.

Exempt employees shall give at least **[four (4) weeks]** written notice. Since employment with [**Company Name]** is based on mutual consent, both the employee and **[Company Name]** have the right to terminate employment at will, with or without cause during the Introductory/Probationary Period for New Employees.

When a non-exempt employee intends to terminate his/her employment with **[Company Name]**, he/she shall give **[Company Name]** at least **[two weeks]** written notice.

Employees who terminate employment with **[Company Name]** shall return company property. No final employee’s payment will be made until all items are returned in appropriate condition. Cost of replacing un-returned items is deducted from the employee’s final pay.

Any outstanding financial obligations owed to **[Company Name]** will also be deducted from the employee’s final pay.

Benefits are affected by employment termination in the following manner:

**[Company Name]** will pay accrued vested benefits due and payable at termination. Some benefits may be continued at employee expense (See below, section Benefits). The employee will be informed of benefits that may be continued and how to do so.

### 4.14 Work safety.

**[Company Name]** gives information to employees about health issues and workplace safety through:

* Training sessions.
* Meetings.
* Bulletin board posts.
* Memos.
* Other written communications.

Employees must be cautious and obey safety rules. Unsafe conditions should be reported to a supervisor immediately. Disciplinary action, including termination of employment, may result from violating safety standards, creating dangerous situations, or failing to report or remedy such situations.

A supervisor should be notified immediately in case of accident-related injuries, no matter how insignificant. (See Section 3.16, Employee Requiring Medical Attention).

### 4.15 Health issues.

Strictly for the protection of employee health, employees should inform supervisors or human resources representatives of health-related issues.

A doctor's note stating whether the employee can perform his/her job duties is required when or shortly after notice has been given.

Employees should notify their supervisor and Human Resources Representative if a health issue requires a leave of absence. These are granted on a case-by-case basis.

### 4.16 Medical attention

If an employee requires medical attention, the employee’s personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility.

The employee will be responsible for transportation charges when an emergency requires Emergency Medical Services to evaluate the employee on-site.

### 4.17 Building security.

Employees are not allowed on Company property after hours without proper authorization.

Employees given the responsibility to close the business at the end of the day assume responsibility for locking doors, arming alarm systems, and performing any additional building care, such as turning off lights or setting thermostats.

### 4.18 Company supplies and expenditures.

Employees whose regular duties do not include purchasing shall not make purchases behalf of **[Company Name]** without written approval.

In order to make purchases in the name of the company, you must be authorized by **[a Manager or Supervisor]**.

### 4.19 Expense reimbursement.

Reimbursements under **[$15]** will be included in the employee’s next regular paycheck. Larger amounts will be processed as an invoice. Reimbursement request forms should be turned in to **[Payroll Department/Accounts Payable]**.

Supervisors must give prior approval of expenses.

### 4.20 Visitors in the workplace.

To protect the safety and security of employees, visitors, and facilities only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, guards confidential information, decreases insurance liability, protects employee welfare, and limits distractions.

## **5. Wage and Salary Policies**:

### 5.1 Wage or salary increases.

Employee wages are reviewed yearly. The employee’s review date is typically on or about the anniversary date of employment or the date of the previous compensation review, although reviews may be conducted more often, depending on the circumstances.

### 5.2 Timekeeping.

**(The following is for employees using a time clock.)** Non-exempt employees are responsible for recording their time worked correctly. Time worked is time actually spent performing assigned duties. **[Employees are responsible for recording time spent on individual jobs.]**

**[Company Name]** does not pay for time spent on personal business or extended breaks.

Time records are reviewed weekly. Time record changes must be approved **[by a supervisor/manager]**. **[The appropriate person]** can handle questions about timekeeping.

### 5.3 Overtime.

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions.

Overtime is payable for all hours worked over **[40]** per week at a rate of one and one-half times the nonexempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive authorization. Overtime worked without authorization from the **[supervisor]** may result in disciplinary action.

### 5.4 Paydays.

All employees are paid **[weekly, monthly, etc.]**. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay **[on the next day of operation].**

**[Company Name]** provides an automated direct deposit service for employees, which automatically deposits a pay stub in an employee’s bank or credit union account(s). To use this service, complete a direct deposit authorization form, which is available from **[a supervisor, the payroll department]**.

### **6. Code of conduct**

Standards of ethics and conduct for **[Company Name]** are important, and the Company takes them seriously. Employees are expected to follow codes and standards in conducting the Company’s business and doing their jobs.

Deviating from company rules and standards can lead to disciplinary action, including termination of employment (see Section 3.12, Corrective Action).

## **7. Benefits**

**[Company Name]** offers a benefits program for its **[regular full-time]** and **[regular part-time]** employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

### 7.1 Insurance.

**[Company Name]** offers the following health and life insurance programs for regular full-time employees (as determined by the carrier of the policies).

* Health insurance. (Include the following as appropriate) [when coverage begins] [percentage of premium your company pays] [percentage of premium employee pays] [how employee pays premium, i.e., payroll deduction].
* Life insurance. (Briefly describe your company’s life insurance policy here.) This handbook does not contain the complete terms and/or conditions of any of the Company’s current insurance benefit plans. It is intended only to provide general explanations.

### 7.2 Simple IRA.

The Simple Investment Retirement Account (Simple IRA) plan offers **[Company Name's]** employees an opportunity for saving, financial growth, and favorable tax treatment. The IRA plan helps contributors save by reducing gross taxable income.

### 7.3 Social Security and Medicare.

**[Company Name]** withholds income tax from employee earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as the law requires.

[Insert any matching contribution information here].

For any year, a Contributing Participant’s Elective Deferrals shall not exceed $6,000 (indexed for cost-of-living increases according to law). Please see the **[appropriate person]** for the current percentage. Eligibility occurs after **[12 months]** of continuous employment for **[regular full-time]** and **[regular part-time]** employees.

### 7.4 Vacation.

[Paid vacation is available to regular part-time employees and regular full-time following their first year anniversary with Company Name.]

Paid vacation hours are based on the following:

- Vacation time accrues at the rate of **[X]** hours per hour worked during the first **[X]** years of employment.

- Earned vacation can be used after **[X months/1 year]** of continuous employment.

Unused earned vacation is paid added to the employee’s final paycheck upon termination. One week paid vacation may be carried over from one calendar year to the next.

The vacation policy applies to all regular full-time **[and part-time]** employees.

Earned vacation leave cannot be taken before it is accrued and approved. Vacation may be taken in half-day increments of time.

For vacations longer than 1 week, requests should be received in writing at least **[60]** days before the proposed vacation period.

### 7.5 Record keeping for vacation hours.

The **[Human Resources Department]** maintains vacation day records.

### 7.6 Holidays.

**[Company Name]** observes the following **[non-]**paid holidays per year for all **[non-exempt]** employees: -New Year’s Day

-Memorial Day

- Independence Day

- Labor Day

- Thanksgiving Day

- Christmas Day

### 7.7 Jury duty and military leave.

Employees will be granted unpaid time off for jury or military leave. Regular employees will be kept on active payroll until civic duties are finished. A copy of the jury duty summons and associated paperwork are required.

## **8. Employee Communications**:

### 8.1 Procedure for handling complaints

Under normal working conditions, employees who have a job-related problem, question or complaint should go to their immediate supervisor first to get the fastest and best solution. If the employee and supervisor do not solve the problem, **[Company Name]** encourages employees to contact the **[Human Resources Representative].**

### 8.2 Bulletin boards.

Employees are responsible for reading important announcements and information posted on the bulletin boards in **[locations].**

### 8.3 Suggestion box.

**[Company Name]** encourages employees with suggestions that they do not want give verbally or in person to write them down and leave them in the suggestion box **[located in X]**. If this is done anonymously, care will be taken to protect employee privacy. **[A member of upper management]** checks the box on a regular basis.

### 8.4 Staff meetings.

Staff meetings will be held **[insert schedule]**. These meetings allow employees to be informed about company activities and important news. It's also an opportunity to recognize employee performance.