



Your Employee Handbook

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WELCOME

Welcome to the *Your Company*. We look forward to your becoming a valuable asset to our company and member of our team...

EMPLOYMENT PRACTICES

Equal Employment Opportunity Employer

Your Company is an equal opportunity employer. Personnel decisions are made without regard to race, religion, color, ...

Hiring and Promotion

We will remain a successful *Company* as long as we are able to hire qualified employees as required. ... opportunity for employment to everyone...drug test...

References

It is our policy to verify each new employee's background...three references. Misleading statements can result in withdrawal...

Employment Status

All new employees are considered to have been hired on a trial basis. To determine benefit eligibility, employees are classified as follows:
Full-time...Part-Time...

Seniority

Your seniority is based on the length of continuous employment with us. Long-term leaves of absence ...

RULES AND REGULATIONS

We pride ourselves on the clean, orderly, safe, and healthy environment we've created...

Harassment

Sexual advances or any personal harassment will not be tolerated. (... *must be immediately reported to your supervisor or senior management.*

Solicitations

Do not post notices or distribute literature anywhere on office premises without ... Employees may not conduct personal business on *Company* premises...

Alcohol and Drugs

The use of alcohol and/or drugs on *Company* premises at any time is forbidden.

Disorderly Conduct

Actions such as fighting, use of foul language, threats, or any actions that could damage ... not allowed. Illegal, immoral, or indecent actions are also prohibited.

Falsified Records

No employee may falsify any *Company* records.

Gambling

Wagering or betting of any kind is not allowed...

Loitering

Employees are not allowed to remain on *Company* premises after work hours. Visitors ...

Disciplinary Actions

The following violations are cause for dismissal: ...

Safety Regulations

We expect that all employees will follow the basic rules of safety appropriate to all work areas within the company. All employees are responsible for following safe work practices and for reporting to their supervisor any condition that is potentially dangerous. *Your Company* is interested in the health and safety of all employees. The following are some *Company* safety practices and policies...

COMPANY PROCEDURES

Mail

Outgoing mail should always have ...

Parking

Parking is provided for all employees. Employees may not leave a vehicle...

Smoking

Your Company has a “No Smoking” policy...

Telephone

When answering the telephone...

Theft or Damage To Property

Theft or damage to *Company* or personal property belonging to others is ...

Unauthorized Use of *Company* Resources

Use of *Company* time, equipment, or any other resources for any nonwork-related reason is...

Uniforms or Dress Code

Our dress code varies from department to department. ...

WORK SCHEDULE

All full-time employees are scheduled for five days of work each week. ...

Meal and Rest Breaks

Full-time personnel receive...

Calculation of Hours Worked/Overtime

Straight time and overtime pay is calculated in accordance...Where applicable, overtime is paid at the rate of time and one-half for all hours worked over forty (40) in any one workweek. Holidays, paid vacation days, and other paid time off are...

Holidays

Your Company observes the following six holidays each year by closing for business.

...

Part-time employees are not entitled to ... Employees must work the day before and

...

Voting Time

You may take time off from work to exercise your right to vote ...

Sick Leave

If you have less than two years of service, full-time hourly employees are credited ...

Benefits may be reduced by any other form of disability insurance or workers' compensation payments. If you resign or are terminated...

If you are absent for more than two days you must bring a note ...

Bereavement and Emergency Leaves

The *Company* will give full-time employees up to three days off ...

Disability Leave ...

Paid Vacations

Full-Time and Salaried Employees—After you have been with *Your Company* for one year, you are entitled to ...

Jury Duty

When you are called to serve on a jury...

Unexcused Absence and Lateness

We expect all of our employees to report to work on time...

Attendance

If you know that you will not be able to attend work at the time you are scheduled or expect to be late...

Unavoidable or Planned Lateness

If you must be late for work, or if you need extra time ...

Personnel Record

You are responsible for notifying the *Company* with any changes to the following employment information...

YOUR PAY

...We also provide employees with a wide variety of benefits...

Hourly Employees

Hourly employees need to maintain accurate time records...

Salaried Employees

It is important for salaried employees to maintain accurate time records, although you are not eligible for overtime pay...

Salesperson Compensation

Commissions are paid weekly.

Payroll Periods

The work week begins ..

Paychecks will be distributed ...

Payroll Deductions

We are required by law to subtract money...

PAY SCALES

Whether you are an hourly or salaried employee, your pay is determined by your job title...

Salary Reviews

Each employee is entitled to an annual review...

EMPLOYEE BENEFITS

Your Company is pleased to be able to offer all employees a wide variety of benefits ...

Group Insurance

The *Company's* Group Insurance Plan protects you against...

Social Security

Payment for the Federal Social Security Program is paid 50% by the *Company*...

Unemployment Insurance

The *Company* pays the entire costs of this protection...

Workers' Compensation

The *Company* pays the entire costs...

Employee Discounts

Attractive discounts are available to employees...

MANAGEMENT AND EMPLOYEE SUPERVISION

Your Supervisor

The relationship between a supervisor and employee is an important one...

Training and Development

We offer employees a variety of training opportunities...

Making Suggestions

We truly welcome and encourage you to make comments and suggestions...

Handling a Problem

We encourage our employees to learn to talk things over...

Promotions

We make every effort to promote employees...

Leaving Us

There are many reasons why people decide to leave...

Severance Pay and Benefits

Termination pay includes...

CONCLUSION

Again, welcome to the *Your Company* team. We will do everything possible to assist you in becoming a valuable employee.

Please review this handbook ...

*Dedicated To
Total Customer Satisfaction*

— NOTES —

EMPLOYEE HANDBOOK RECEIPT

The undersigned employee acknowledges receipt of the *Your Company* Employee Handbook. It is understood that the handbook is intended...

It is further understood that the language contained in policy statements of employer is not intended to create a contract covenant...

Name (please print)

Date

Employee Signature