



EMPLOYEE HANDBOOK

ABC Company

An Equal Opportunity Employer

A Manual of
Employee Benefits and
Personnel Policies

LEGAL DISCLAIMER TO USERS OF THIS FORM EMPLOYEE HANDBOOK:

The materials presented herein are for general reference only. Federal, state or local laws or individual circumstances may require the addition of policies, amendment of individual policies and/or the entire Handbook to meet specific situations. Some government forms may be presented in altered size, font or format and may not, therefore, meet federal or state requirements. These materials are intended to be used only as guides and should not be used, adopted or modified without the advice of competent legal counsel.

These materials are presented, therefore, with the understanding that we are not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

Table of Contents

Introduction.....	4
Receipt of Company Employee Handbook	4
Welcome and Purpose	5
Employment Policies.....	6
Employment Termination.....	6
Equal Employment Opportunity	7
I-9 Immigration Reform Policy	8
Workplace Conduct.....	9
Complaint Policy.....	9
Disciplinary Action Policy	10
Drug-Free Workplace Policy	12
Violence-Free Workplace.....	13
Workplace Harassment Policy	14
Employee Benefits.....	16
COBRA Benefits.....	16
Employer-Offered Insurance	17
Time Away From Work	18
Avian Influenza Leave Policy.....	18
Critical Illness Policy	19
Federal Family and Medical Leave.....	20
Funeral Leave Policy.....	28
Jury Duty	29
Lunch and Rest Periods	30
Military Leave Policy.....	31
Paid Time Off Policy.....	32
Religious Observances	34
Sick Pay Policy	35
Time Off to Vote.....	37
Vacation Policy.....	38
Information & Office Security	39
Emergency Action Plan.....	39
Facility Access & Visitors.....	42
General Computer Usage Policy.....	43
Recording Devices Prohibited	45

Table of Contents

General Practices	46
Attendance Policy	46
Background Checks.....	47
Business Expense Reimbursement.....	48
Company Car Policy	51
Confidential Information and Company Property	53
Conflicts of Interest.....	54
Dress Code.....	55
Driving While on Company Business	58
Educational Assistance	59
Employee Classification	61
Employee Purchase Discount Policy.....	62
Employee Referral Bonus Award Program	63
Employment of Relatives	64
Flexible Schedules	65
Improper Payments and Gifts	66
Inclement Weather	67
Orientation Period.....	68
Overtime Pay	69
Pay Periods	70
Performance Evaluations	71
Personnel Records.....	72
Phone Calls	73
Physical Examinations	74
Reporting Injuries & Illnesses	75
Safety Rules	76
Salary Advances.....	77
Smoke-Free Environment.....	78
Solicitations, Distributions & Use of Bulletin Boards	79
Standards of Conduct	80
Time Card Regulations.....	81
Sample Wireless Communication Policy	82
Workers' Compensation.....	84
Employee Handbook: Appendix.....	85
Application for Re-employment Following Military Leave.....	86
Application & Request for Educational Reimbursement	87
Certificate of Entrance into Military Service.....	88
Certificate of Return from Military Service	89
Employee's Request to Take Voting Leave	90
ABC Company Expense Report	91
Mileage Report Form	92
Report of Jury Duty Pay	93
Vacation Request	94

Introduction

Receipt of Company Employee Handbook

The Employee Handbook (sometimes called a Personnel Policy Manual, and referred to as the “Manual”) is a compilation of personnel policies, practices and procedures currently in effect at ABC Company, an equal opportunity employer.

This Manual is designed to introduce employees to the organization, familiarize you with Company policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This Manual and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. You understand that your employment is “at-will” and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the CEO or other authorized representative(s) of ABC Company has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This Manual is intended solely to describe the present policies and working conditions at ABC Company. This Manual does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state, and/or local laws will take precedence over ABC Company policies, where applicable.

Personnel Policies are applied at the discretion of ABC Company. ABC Company reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this Manual, at any time. ABC Company may notify you of such changes via email, posting on the Company’s Intranet, Portal or Website, or via a printed memo, notice, amendment to or reprinting of this Manual, but may, in its discretion make such changes at any time, with or without notice and without a written revision of this Manual.

By signing below, you acknowledge that you have received a copy of ABC Company’s Employee Handbook, and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it. Furthermore, you acknowledge that you are employed “at-will” and that this Manual is neither a contract of employment nor a legal document.

Signature

Date

Please print your full name

*Please sign and date one copy of this notice and return it to Human Resources.
Retain a second copy for your reference.*

Paid Time Off Policy

ABC Company believes that employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, we provide a program of Paid Time Off (PTO) to all full- and part-time employees.

PTO is a time-off-with-pay program to provide employees with the freedom to decide how to use their personal time off. ABC Company believes this program offers more liberal time off with pay, than traditional vacation, sick, and personal time packages. Employees can use their flexible days in a number of different ways, for example:

- § As vacation
- § For personal business
- § For periods of illness
- § For doctor or dental appointments
- § For personal emergencies
- § For family emergencies
- § In the event of inclement weather/driving conditions.

PTO does not replace the company holiday schedule; we will continue to have compensated holidays each year.

Eligibility for PTO:

All full- and part-time employees are eligible to earn PTO on a monthly basis. Full-time employees earn PTO by working at least [insert # of hours] hours per week, while part-time employees earn PTO by working at least [insert # of hours] hours per week.

PTO Accrual:

Both full- and part-time employees accrue PTO hours after [insert # of months] months of employment. After that point, full-time employees will accrue PTO hours each pay period. Accrued PTO is available for use immediately. Part-time employees will accrue PTO hours at a rate of 50 percent of full-time employees. Both full- and part-time employees' PTO is capped at [insert # of hours] hours.

Employee PTO Accrual Table:

Date of Hire	Eligibility Date	Hours Accrued	Maximum Accrual Hours for [insert year]

~ *Paid Time Off Policy* ~

Maximum PTO Accrual:

As mentioned above, both full- and part-time employees' PTO is capped at [insert # of hours] hours. Therefore, ABC Company would like to remind employees to use their PTO time before reaching their maximum accrual, so additional PTO accrual time is not lost.

Use and Management of PTO:

ABC Company encourages employees to use their PTO responsibly and, whenever possible, to schedule time off in advance for vacations or personal leave appointments. The time off request will be evaluated and subject to approval depending upon staffing needs at the time. ABC Company understands there may be occasions, such as a sudden illness, when you may not be able to give sufficient advance notice. In those situations however, be sure to inform your supervisor as soon as possible.

PTO time also includes time off for unexpected emergencies or illnesses, but is not to be used to cover time missed from work due to tardiness, except in the case of inclement weather.

Types of Non-PTO Leave:

Situations that require time off such as jury duty, bereavement, and workers compensation will not be charged against your PTO accrued time. *NOTE: See separate company policies on those topics to address such situations.*

PTO Tracking:

ABC Company has an automated PTO tracking system to keep a record of your accrued PTO balance. The amount of PTO time accrued, used, and available will be itemized on your paycheck stub each month, for your records.

Payment of PTO upon Termination:

You will be paid for all accrued and unused PTO upon resignation, separation, or retirement from ABC Company. However, in the event of a voluntary termination of employment, no payment may be made unless the employee gives at least a two-week notice.

Vacation Policy

Policy

Regular full- and part-time employees begin earning vacation leave on the date of employment; however, no paid vacation days will be granted until the third month of employment is completed. Each employee will accrue leave hours on a monthly basis and will be required to take five consecutive business days of vacation each calendar year in order to meet internal control and security requirements. Vacation may be taken in half-day increments of time. Vacation not used by the end of the calendar year will be forfeited.

Procedure

All employees are required to submit a written request for vacation leave at least 1 month prior to the date they wish their vacation to begin. This form should be submitted to the department supervisor/manager, who will forward it to the human resources department for approval. Supervisors/managers will resolve conflicting leave requests within a department by considering factors such as:

- § Departmental staffing needs
- § Seniority
- § Length of desired vacation
- § Elapsed time since employee's last 5-day (or longer) vacation

Regular Full-Time Employees

Regular full-time employees are permitted [insert amount here] paid vacation per employment year. The department manager must approve the use of leave without pay to extend a vacation. For each continuous year of employment, an additional 8 hours of vacation time will accrue, not to exceed [insert amount here].

Regular Part-Time Employees

Regular part-time employees will be eligible for [insert amount here] of paid vacation per employment year.