

# **Employee Handbook Template**

## **by hrVillage.com**

### **Free Employee Handbook Template Including Policies and Procedures**

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These sample policies and procedures are provided to guide you in developing your employee handbook or other policy documentation. Perfect for use in a small business, or a nenterprise level corporate policy setting. It's not just affordable, it's free for use within a company as long as it is not distributed outside of your organization.

#### **Introduction**

Welcome to the Company. This handbook was developed to provide you with an information resource for common questions and concerns. If you have questions or concerns about the policies outlined here, you should contact your manager or Human Resources. The policies stated in this handbook are subject to change at any time at the sole discretion of the Company. From time to time, you may receive updated information regarding any changes in policy. The contents of this handbook are not intended to create a contract or agreement between the Company and you. For those employees in a position covered by a collective bargaining agreement, you should refer to the agreement which governs your terms and conditions of employment. There are specific procedures for many of the general policies stated in the handbook. Please direct any questions to your manager, department head, or to Human Resources.

#### **About the Company**

Insert brief Company History

The Company's mission is to:

The Company vision is:

#### **Hours of Operation/Work Schedules**

The office is normally open from 8:30 am until 5:00 pm Central time. Certain employees may be assigned to different work schedules and/or shifts outside of normal office hours. If an employee must be outside of the office for non-business related reasons during their normal work schedule, they should inform their manager.

#### **Telecommuting**

The Company is committed to creating a work environment where the needs of our customers, employees, and the Company are balanced. Therefore, the Company tries to be flexible in its approach to work styles and location. Telecommuting arrangements may be made on an "as needed basis" or set up on a regular schedule. In either case, employees are encouraged to spend time working in the office whenever possible. This allows employees to be accessible to customers and creates a sense of consistency and collaboration among work teams. When employees desire to work at home, the Company asks that they do so in a manner which is in keeping with a workstyle of accessibility, communication, and productivity. All telecommuting arrangements are subject to approval by the employee's manager. In general, the following principles should be used in telecommuting:

- Employees should make arrangements with their manager at least one week in advance of telecommuting.
- Employees should check in with the office regularly.
- Employees should inform their manager of their whereabouts so they may be reached easily.
- Working at home means actually working, not taking time off or attending to personal business.
- Employees should not routinely work at home on days prior to or following vacations or holidays if at all avoidable.
- Under regular circumstances, telecommuting should not comprise more than one day in a given week, or more than 3 days a month.

## **Attendance Policy**

Regular attendance is essential to the Company's efficient operation and is a necessary condition of employment. When employees are absent, schedules and customer commitments fall behind, and other employees must assume added workloads.

Employees are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, employees must call their manager before their starting time. If your manager is unavailable, a voice message should be left. If the absence is to continue beyond the first day, the employee must notify their manager on a daily basis unless otherwise arranged. Calling in is the responsibility of every employee who is absent. Absence for three consecutive work days without notifying the manager is considered a voluntary termination.

## **Leave of Absence Policy**

Employees are eligible to apply for an unpaid leave of absence if they have been a regular employee of the Company for at least one year and scheduled to work 20 hours or more a week. The employee's manager will make a decision on the leave request. The request for leave will be reviewed based on the reason for the request, previous attendance record, previous leave requests and the impact the absence will have on the Company.

Authorized leaves for illness or disability begin after employees have exhausted accrued sick leave, vacation and personal holiday time. A personal leave of absence, if granted, begins after vacation and personal holiday time have been used.

Human Resources can provide employees with which benefits, in addition to retained seniority, can be continued during the leave. If an employee wishes to continue benefits, it must arranged for directly with Human Resources

If the request for leave of absence for personal reasons, the employee's manager, with the advice of Human Resources, will decide whether the current position will be held open, or if a position will be made available upon the employees return from leave.

## **Family Medical Leave**

All employees who have been employed at least twelve months, and who worked at least 1,250 hours during the twelve months prior to the leave request are eligible for an unpaid family and/or medical leave of absence under the Family and Medical Leave Act of 1993 for a period up to twelve weeks during a calendar year under the following circumstances:

For the birth of a son or daughter of the employee and to care for such newborn son or daughter, if completed within twelve months of the child's birth; The placement of a son or daughter with the employee for adoption or foster care if completed within twelve months of the placement; To care for the spouse, or a son, daughter, or parent of the employee, if spouse, son, daughter, or parent has a serious health condition; or Where a serious health condition makes the employee unable to perform the functions of his or her job.

Employees ordinarily must provide 30 days advance notice when the leave is "foreseeable." The Company may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work. Taking of leave may be delayed if requirements are not met. For the duration of FMLA leave, the Company will maintain the employee's health coverage under the group health plan. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. For complete details employees should contact their manager or Human Resources.

## **Pay and Compensation**

Employees are paid on the 1st and 15th of each month.

New employees are required to complete an Employee's Withholding Allowance Certificate (W-4). Employees must present their Social Security card to Employment when completing the required forms. Optional forms employees may wish to file are paycheck direct deposit authorization card, union or association dues card, and other deductible employee paid benefits.

## **Overtime**

Non-exempt employees are eligible to receive overtime pay if they work more than 40 hours in a given week. Holiday, vacation, and sick time are not included in hours used to determine overtime eligibility. Overtime pay equals 1.5 times and employee's regular hourly rate. All overtime must be approved the manager in advance.

## **Vacation**

All full-time employees are eligible for vacation pay.

New full-time employees will receive a pro-rata number of vacation days based on one day for each month worked in the hired calendar year, not to exceed 10 days.

In the first full calendar year and through the calendar year in which the employee's 3 year anniversary of employment occurs, employees will receive 10 vacation days each year.

In the calendar year of the employee's 4 year anniversary of employment, employees will receive 15 vacation days each year.

In the calendar year of the employee's 10 year anniversary of employment, employees will receive 20 vacation days each year.

Up to 5 unused vacation days may be carried over into the next year. All other unused vacation time will be paid out in the final paycheck for that year.

Employees should notify their manager at least one month in advance of taking vacation time. All vacation requests are subject to manager approval. In addition, employees should directly communicate vacation dates to co-workers to ensure customer needs are met.

Part-time employees who work on a regular schedule all year are eligible for vacation benefits on a pro-rata basis based on the schedule above.

## **Holidays**

The Company will observe the following holidays:

- New Year's Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

## **Personal Days**

Employees are eligible for 4 paid personal days per calendar year. New employees will accrue 1 personal day for every 3 months worked in the hired calendar year.

Personal days may be used at the employee's discretion for religious holidays and personal matters. Personal days not used by the end of the year will be paid out to the employee in the final paycheck for that year.

## **Sick Days**

Sick days are provided for illness of the employee, their spouse or children. Employees should use their personal days or vacation days non-illness related time off. All full-time employees will receive sick days according to the following schedule:

Employees will be eligible for paid sick days after 6 months of employment. After 6 months of employment, employees will be eligible for one sick day for every two months worked from date of hire, with a maximum of 5 days in their first year of employment.

Every succeeding calendar year, employees will be eligible for 5 sick days.

Sick days may be accumulated and carried over from year to year to a maximum of 10 days. All other unused sick days by the end of the year is forfeited.

## **Funeral Leave**

Employees will be paid for up to five days to attend the funeral of a close relative, such as a spouse, children, parents, grandparents, siblings and corresponding in-laws. If additional time off is required, employees should talk to their manager.

Time off without pay may be provided so that employees can attend the funeral of individuals other than those listed. Employees may take unused vacation or personal time but, sick days can not be used.

## **Jury Duty**

Employees will be paid their full salary during an absence mandated by jury duty. If an employee receives any compensation for this duty, they should present it to their manager as a temporary payroll adjustment, unless prohibited by law. Employees must present a copy of the Jury Summons to their manager.

## **Military Reserve Duty**

An employee who serves as a military reservist does not need to use other paid time off for attending the first two weeks of military camp or for performing domestic military duty, such as

civil disturbances and disasters. Employee reservists should report the dates involved to their manager.

The Company will pay the difference between an employee's full salary and their gross military compensation for up to two weeks per year. Military compensation earned on weekends is not considered and should not be reported

## **Health Benefits**

Full-time employees, their spouses and eligible dependent children are eligible for health benefits on the first day of the month following 30 days of continuous employment. For health benefits, full-time employees are defined as regular employees (excludes interns and contract employees) who work exceeds 30 hours per week. Employees should consult the separate materials prepared directly by the Company's health care insurance company for details of the plan.

## **Flexible Spending Accounts**

Full-time employees are eligible to enroll in the flexible spending account during open enrollment each year or after a qualifying life event. This benefits allows you to pay certain expenses with pre-tax pay. Employees should be aware that after they have elected the amount to put into an account, any funds unused at the end of the year are forfeited. There are two types of flexible spending accounts:

**Health Care Spending Account** This account allows employees to pay for most non-covered medical, dental, and vision expenses, deductibles and co-pays up to a limit of \$2,500 per year. The minimum contribution is \$120.00 per year.

**Dependent Care Spending Account** This account allows employees to pay qualified dependent care expenses such as child or elder day care up to maximum limit of \$5,000 annual, subject to IRS rules and restrictions. The minimum contribution is \$120.00 per calendar year.

## **Equal Employment Policy**

It is the policy of the Company to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, veteran status, disability, or any other protected status.

This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.

Employment and promotion decisions will be based on merit and the principle of furthering equal opportunity. The requirements we impose in filling a position will be those that validly relate to the job performance required.

All other personnel actions including compensation, benefits, transfers, layoffs, recalls from layoffs, training, education, tuition assistance and recreation programs will be administered without regard to race, color, religion, sex, age, national origin, disability, veteran status, or any other protected status, in accordance with appropriate law.

## **Termination**

Employees who voluntarily resign from the Company are asked to provide at least two week advance notice of their resignation. This notice should be in writing and should briefly state the reason for leaving and the anticipated last day of work.

If a terminating employee is eligible for any incentive compensation, bonus, and/or awards, they must be actively employed on the date the compensation, bonus or awards are presented or paid, in order to receive the compensation, bonus or award

## **Drug and Alcohol Policy**

The Company realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees and customers. The Company is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on Company premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

In addition, the Company has developed and maintains a comprehensive Drug and Alcohol Policy, which employees may obtain from Human Resources.

## **Safety Policy**

The Company is sincerely interested in the safety and well-being of our employees. The Company will make every effort to keep the office equipment in excellent condition and make sure that all safety devices are working properly.

If, in spite of our efforts to ensure safe working conditions, an employee has an accident or becomes ill on the job, it should be reported to the manager immediately. They will see that prompt medical attention is provided.

## **Workplace Security Policy**

The Company is committed to maintain a safe and secure workplace. In order to maintain a secure work environment, the company strictly prohibits employees and visitors from bringing any firearm on Company property. In addition, all visitors are asked to check in with the

receptionist. Failure to comply with this policy will result in disciplinary action up to and including termination.

## **Dress Code Policy**

The Company maintains a business casual working environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction.

## **Smoking Policy**

The Company maintain a non-smoking policy within the office. Employees should smoke only in those areas of the building which are smoking designated.

## **Telephone and Computer Use Policy**

The Company understands that when employees work during the week it is occasionally necessary to conduct personal business during office hours. However, employees should limit their personal use of the telephone and computer during office hours. Talk to your manager if you have any questions as to how much is too much time. Because telephone and e-mail systems are provided by the Company at its expense for business use, all messages sent by or received on those systems are company documents. The Company reserves the right to access and to disclose the messages that you send or receive on the voice mail or e-mail systems. Employees should also be aware that "deleted" messages from the computer screen may not actually be deleted from the e-mail system. Employees who abuse this policy are subject to disciplinary procedures up to and including discharge.

## **Business Expense Reimbursement**

The company will reimburse employees for expense which are directly business related to include: travel expenses, office supplies, and mileage incurred while traveling on business. Employees must submit receipts for all expenses. Employees should consult with their manager prior to business trips to confirm eligible expenses.

## **Tuition Reimbursement**

Full-time employees are eligible to apply for the tuition assistance program after one year of employment. After approval from the Company, employees are eligible for reimbursement upon successful completion of approved course(s) at an accredited institution. The Company will reimburse the employee 100% of the tuition, registration, book, and lab fees.

## **Employee Handbook**

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