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**COMPANY NAME OR LOGO HERE**

**EMPLOYEE HANDBOOK**

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*Employee Handbook can be changed at any time without prior notice.  
Revised December 31, 2005*

## **TABLE OF CONTENTS**

<b>WELCOME</b>	3
<b>INTRODUCTORY STATEMENT</b>	4
<b>EMPLOYMENT PRACTICES</b>	5
<b>EMPLOYMENT POLICIES</b>	5
<b>EMPLOYEE CONDUCT</b>	7
<b>EMPLOYEE BENEFITS</b>	11
<b>ATTENDANCE</b>	13
<b>WAGES AND PAY</b>	16
<b>EMPLOYEE SAFETY AND HEALTH</b>	17
<b>COMPLAINT OR GRIEVANCE RESOLUTION</b>	19
<b>ANTI-HARASSMENT POLICY</b>	20
<b>TERMINATION OF EMPLOYMENT</b>	20
<b>OTHER INFORMATION</b>	22
<b>EMPLOYEE ACKNOWLEDGEMENT FORM</b>	23

On behalf of your colleagues, I welcome you to Company Name Here, Inc.

We take great pride in providing a work environment that is challenging, enjoyable, and rewarding. We expect each employee to be a major contributor to the team, to treat one another with respect and consistently convey an optimistic “can do” attitude. Company Name Here is staffed with employees, many of who are owners of the company, who believe in and deliver a high level of performance and service to the company and its customers.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Please familiarize yourself with the contents of the Employee Handbook as soon as possible and ask questions on sections you don’t understand.

We hope that your employment here will be challenging, enjoyable and rewarding.

Sincerely,

NAME  
President and Chief Operating Officer

## INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Company Name Here, Inc. (Company Name) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read and understand the provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Company Name Here to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth, and in which people treat each other with respect and dignity.

No employee handbook can anticipate every circumstance or questions about policy. Rather, this handbook establishes basic guidelines, which Company Name Here will interpret and apply, as it deems appropriate under the circumstances. As Company Name Here continues to grow and the Company's business continues to evolve, the need may arise and Company Name Here reserves the right to revise, supplement, or rescind any policies or portion of this handbook in its sole and absolute discretion, and without notice.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Company Name Here and any of its employees. The provisions of this handbook have been developed at the discretion of Management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Company Name Here's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added without the express written approval of the Chief Operating Officer of Company Name Here.

## **EMPLOYMENT PRACTICES**

### **NATURE OF EMPLOYMENT**

Unless governed by a separate written contract, the employment relationship between Company Name Here and its employees is of an “at will” nature. This means the employee at any time with or without cause may terminate his or her employment relationship with Company Name Here. Similarly, Company Name Here may terminate the at-will employment relationship at any time, with or without notice or cause. No one has the authority to make any exception or agreement that contradicts this policy except by creating a written contract signed by Company Name Here. Termination of an “at will” employee does not invalidate our commitment to Equal Opportunity Employment.

### **EQUAL OPPORTUNITIES**

Company Name Here is committed to selecting and employing qualified individuals regardless of age, sex, race, religion, color, national origin, or the presence of any sensory, mental or physical disability, or other basis protected under applicable law.

It is our intention to provide employment free from all forms of unlawful discrimination. Every manager and supervisor is responsible for assuring compliance with Equal Opportunity Employment policy.

It is the intent of Company Name Here to fully comply with our duty to provide reasonable accommodations to allow persons with disabilities to apply for and perform their jobs. If you have a disability that affects your job performance, you must let us know as soon as possible. We will then discuss with you the reasonable accommodations we may be able to provide to enable you to perform the essential functions of your job. If you become unable to perform the essential functions of your job, even with a reasonable accommodation, we will assist you in identifying and applying for other jobs that may be available and for which you may be otherwise qualified.

## **EMPLOYMENT POLICIES**

### **EMPLOYMENT CATEGORIES**

All employees are classified as either “exempt” or “non-exempt”. This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty (40) hours per work week.

## **EXEMPT**

Exempt employees include managers, executives, professional staff, technical staff, outside sales representatives, officers, directors, owners and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred, or promoted.

## **NON EXEMPT**

Non-exempt employees are not exempt from (and therefore should receive) overtime pay. In addition to the above, employees are also classified as regular salaried or regular hourly employees.

## **SALARIED EMPLOYEE**

Regular salaried employees are those who are paid a fixed monthly wage.

## **HOURLY EMPLOYEE**

Regular hourly employees are those who are paid an hourly wage. No insurance benefits are available for employees working fewer than 30 hours per week.

## **PERSONNEL RECORDS**

Your personnel records are confidential. Occasionally, we receive requests for information from your personnel records as part of court proceedings or government activities. It is our policy to respond to all such requests to the extent we are required to do so. In all other situations, we generally will provide only your job title, salary, and verification of employment dates, unless you specifically authorize us in writing to release additional information.

Your personnel file is maintained under lock and key and is the property of Company Name Here. Access is restricted to supervisors and management personnel of Company Name Here who have a legitimate reason to review information in the file. You have the right to review your file anytime, however, the review must take place in the presence of an Officer of Company Name Here. Any concerns regarding the completeness or accuracy of the information contained in your files should be addressed at this time. If you do not feel that the information contained in your file is accurate or relevant, you may place an additional statement of your own in the file.

## **CHANGES IN PERSONNEL DATA**

It is the responsibility of the employee to timely notify Company Name Hereof any changes in personnel data. Mailing addresses, telephone number, and individual to be notified in case of an emergency, educational accomplishments, and other such status reports should be accurate and current. Please keep Company Name Here informed of such changes so we may keep your personnel records accurate and up-to-date. It is your responsibility to see that we have your current address and phone number, so that we can communicate with you as needed. Personnel information forms will be available to employees for the purpose of updating employee information.

## **EMPLOYEE CONDUCT**

### **GENERAL INFORMATION**

Our business is based upon public acceptance. Company Name Here and its employees must consistently demonstrate qualities which will create confidence in each of us as individuals and as representatives of Clear Sky; therefore, it is important for you to behave professionally whether at your desk or any other place where your behavior may reflect upon the Company.

### **GENERAL RULES OF CONDUCT**

The following are general examples, but not an all-inclusive list, of actions Company Name Here considers unacceptable conduct, which may result in disciplinary action. Additional standards of conduct are described elsewhere in this handbook. Violations of these and any other standards of conduct may, in the sole discretion of Company Name Here result in corrective action, up to and including, immediate termination.

- Theft, fraudulent or dishonest acts.
- Willful destruction or abuse of company property.
- Disorderly or immoral conduct or indecency while on company property.
- Reporting to work under the influence of alcoholic beverages or illegal drugs.
- Possession of firearms, fireworks or explosives on company property without permission from Management.
- Violation of Company Name Here policies and procedures.
- Breach of trust and customer confidentiality.
- Insubordination (refusal to perform service connected with employee's job or refusal to obey any reasonable request given by Management).
- Unsatisfactory job performance.
- Absenteeism or tardiness.
- Refusal to accept job reassignment or other circumstances where action is necessary.
- Misuse or improper disclosure of Company Name Here trade secrets or proprietary information.
- Engaging in workplace harassment or discrimination.

Company Name Here reserves the discretion to respond to any performance or behavioral problem, as it deems appropriate. Thus may take the form of counseling, formal warnings or discharge.

### **TELEPHONE CONDUCT**

Telephone calls should be handled with the same friendliness and efficiency you use when dealing with people face-to-face. Remember, when you answer your business phone, “you are the Company” to the caller. Each caller deserves friendly, efficient, and helpful telephone service. This applies to co-workers, as well as to customers who call from outside the Company.

### **EQUIPMENT AND PROPERTY**

Company Name Here continues to make an effort to provide supplies and equipment necessary for everyone to achieve optimum productivity. Desks and other equipment are assigned to employees as a convenience. These assignments are not intended to imply private ownership to the employee. Company Name Here reserve the right to inspect desks, lockers, briefcases, and all data storage systems that are owned by the Company or brought onto Company premises.

### **ELECTRONIC SYSTEMS POLICY**

This policy sets forth general principles to be applied to use of electronic media and services (computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, on-line services, and the Internet). It applies to all electronic media and services which are: accessed on or from company premises; accessed using company computer equipment, or via company-paid access methods; and/or used in a manner which identifies the individual with the company.

**Management Right to Access Information – No Right of Privacy:** The electronic mail system, Internet access, and other electronic systems have been installed by Company Name Here to facilitate business communications. Although each employee has an individual password to access this system, it belongs to the Company. The Company reserves the right, in its discretion and without employee permission, to review any employee’s electronic files, e-mail messages and Internet usage to the extent necessary to ensure that electronic systems are being used in compliance with the law and with Company policies. The Company respects the individual privacy of its employees. However, employee privacy does not extend to the employee’s work-related conduct or to the use of Company-provided equipment or supplies. Therefore employees should never assume electronic communications are totally private and confidential.

**Personal Use of Electronic Systems:** Electronic media and services are primarily for business use. Limited, occasional or incidental use of electronic media for personal, non-business purposes is understandable and acceptable. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege. Company Name Here reserves the right to access and disclose all messages sent over its e-mail system and to monitor Internet activity

without regard to content. Since your personal messages can be accessed by Company Name  
Here

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