

(Company Name) Employee Handbook

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Part 1 – Introduction

Welcome to (Enter Company Name). We are excited to have you as a member of our team. This manual is designed to acquaint you with the policies and procedures that you will need to understand and follow in order to be a successful employee. If at any time you have a question, or require clarification of an item in this document, please ask a supervisor.

The information contained in this manual applies to all company employees. Adhering to the policies within is a requirement of continued employment. This manual is a policy document, and should not be considered a promise of continued employment. It is not a contract between management and employees. It is not all inclusive. Further direction and policies may be established and enforced by supervisors. This document is presented for employee information only.

1.1 Company Core Values

The company has established a set of core values that we expect employees to personify. When performing work for the company, each employee has the responsibility to act in a manner that incorporates these values.

Company Core Values	
Integrity	Be honest and truthful in your work for the company. Never falsify information, lie, or act in a duplicitous manner. We rely on the word and work of every employee.
Dedication	Be dedicated and diligent in your work. The quality of work of each employee affects us all.
Safety	This company is dedicated to the safety and health of every employee. We will provide a workplace that is free from dangerous exposure, and we expect every employee to follow company safety policies and work in a safe manner.

1.2 Changes in Policy

The current version of this policy supersedes all previous versions and modifications to past policies. However, the business is constantly changing, and the company may alter, suspend, cancel, or update the policy with our without prior notice. All employees will be notified of the change, and will be given an opportunity to review the new policies.

While supervisors or managers may provide employees with clarifications of these policies, no policy may be changed or overruled by any individual employee. For questions, employees should consult a supervisor.

The company actively encourages feedback from employees on our policies. If employees have any suggestions, they should submit them to a supervisor. The feedback will be examined in the next round of policy review.

1.3 Employment Applications

Employees are hired based on an assumption that the employment data that was provided in the application process was accurate and truthful. If it is discovered that any information was falsified, there will be serious repercussions, which will likely include exclusion from consideration of employment, or termination of current employment. If an employee believes there may be inaccurate information on his or her application, please notify Human Resources or a supervisor immediately.

1.4 At Will Employment

Employees are free to resign at any time for any reason. We request, but do not require, two weeks' notice from employees who are intending to leave. The company may also end the employment of any employee, with or without reason.

1.5 Equal Opportunity Employer

This company is an Equal Opportunity Employer. The company will not discriminate on the basis of race, religion, color, sex, national orientation, disabilities, veteran status, or sexual orientation. These factors will not be considered for recruitment, hiring, training, promotion, pay, or other conditions of employment.

Employment decisions and evaluations will be made solely on the employee's qualifications or performance. All decisions and personnel actions of the company will apply equally to all.

1.6 Legal Status

All employees must be U.S. citizens or authorized to work in the United States. Each new employee must complete an Employment Eligibility Verification Form I-9 and provide proper documentation establishing legal worker status. The company will comply with all state and federal regulations regarding immigration and legal status.

Part 2 – Types of Employees

Employees work for the company on a salary or wage basis. The different types of employees and the description of these types are listed in this section.

2.1 Non-Exempt Employees

Non-exempt employees are ones who do not meet the Fair Labor and Standards Act criteria, and are paid at one and one-half their hourly rate for work in excess of 40 hours per week.

2.2 Exempt Employees

Exempt employees are ones who meet the specific requirements of the Fair Labor Standards Act, and are exempt from overtime pay requirements.

2.3 Regular Full Time Employees

A regular full time employee is one who has completed the new employee probationary period, and works at least (35) or more hours per week. A full time employee is usually eligible for the company's standard benefit package, subject to the terms and conditions of each program.

2.4 Regular Part Time Employees

A regular part time employee is one who has completed the new employee probationary period, and works less than (35) hours per week.

2.5 Temporary Employees

A temporary employee is one who is hired to perform work on a specific project, or has been hired as a replacement while another employee is unavailable. Temporary employees are not eligible for company benefits.

Part 3 General Employment Policies

3.1 New Employee Orientation

The company wants to give every employee the tools and knowledge to be successful. Each new employee will complete a formal orientation process that includes:

1. An overview of the company history.
2. A review of the company policy handbook.
3. The company core values.
4. The company goals and objectives.
5. A basic safety orientation.
6. An explanation of the company benefit plans.
7. Any relevant tax and legal issues.
8. All necessary paperwork.

This orientation will be provided by human resources or a designated representative. Once the orientation is complete, the employee will be provided with the access and tools they need for their job assignment. This may include email and internet access, keys, tools, or anything else required for their job description. The employee may be required to complete specific training before these items are provided.

3.2 Job and Staff Introduction

When the orientation is complete, a supervisor will take new employees on a tour of the workplace. They will introduce coworkers and any other relevant employees. The supervisor will discuss the requirements and expectations of the job, the company evaluation procedures, and any other information required to get started on the job.

3.3 New Employee Probationary Period

The probationary period for new employees is (90 days) from the date of hire. During this time, management will evaluate the employee to ensure he or she can perform the tasks required. During this period, both the employee and the company can end the employment agreement with no notice. At the end of the probationary period, a review will be performed and appropriate benefits will become available.

3.4 Non-Discrimination Policy
