

# Employee Handbook

Read through our handbook to learn what becoming a part of [our](#) team is all about.



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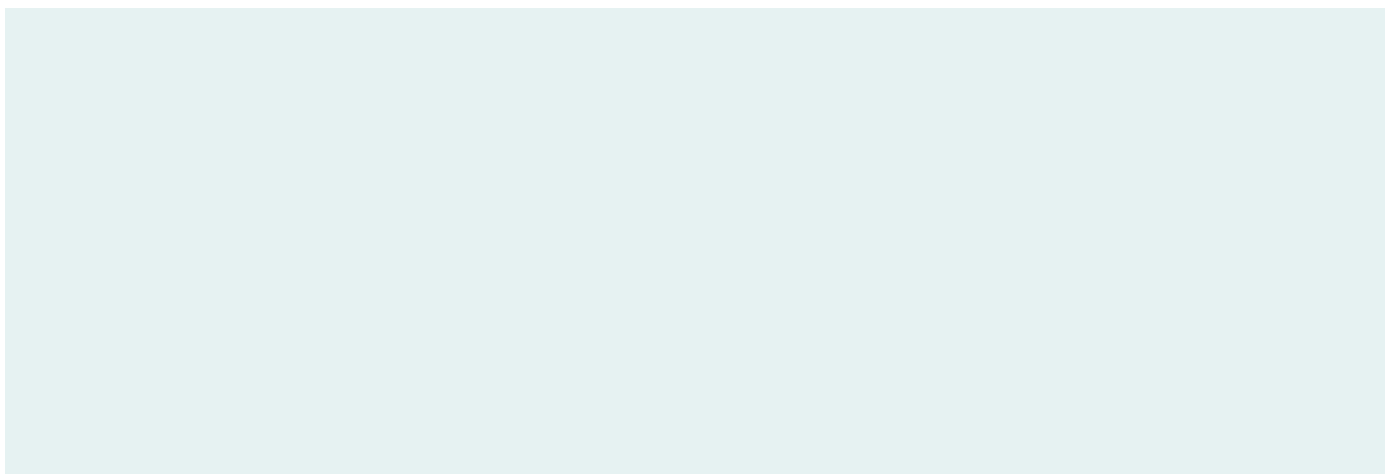
## **Hello and welcome to !**

We created this employee handbook to answer important questions you may have regarding your employment with us. While we strive to provide a detailed overview, you may still have additional questions. Please reach out to your supervisor to fill in any gaps.

We hope you will enjoy your time with us and find a dynamic and rewarding work environment!



## **About**



**For the purposes of this handbook, you will classify employees as one of the following:**

## **Full-time employees**

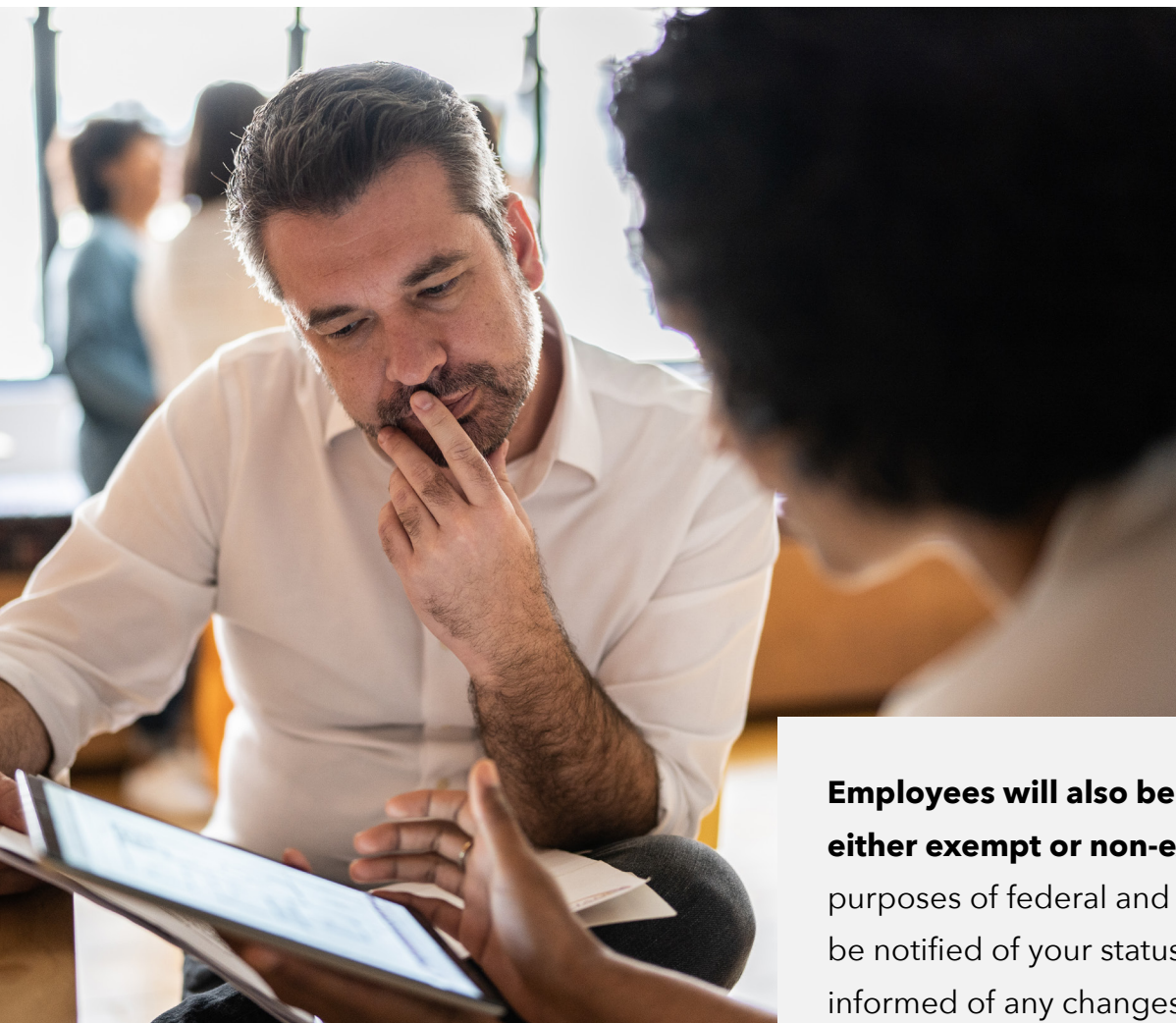
Employees who regularly work at least 40 hours per week.

## **Part-time employees**

Employees who regularly work less than 40 hours per week.

## **Contracted employees**

Employees hired on a short-term basis.



**Employees will also be classified as either exempt or non-exempt** for the purposes of federal and state laws. You will be notified of your status upon hire and informed of any changes to your status during your employment.



**is dedicated to providing a safe and enjoyable work environment for all of our employees.**

The following policies and procedures help us build and maintain that environment.

## Americans with Disabilities Act

will provide reasonable accommodations to employees who are in need. Please inform your supervisor of any accommodations you will need at the start of your employment.

## Sexual harassment

We take any form of harassment in the workplace seriously with our **zero-tolerance sexual harassment policy**. Please report any incidents to your manager or HR representative. Any employees found guilty of workplace harassment will be terminated.

## Attendance

In order to maintain a productive and effective workplace, we expect excellent attendance from all employees. Excessive absences or tardiness will result in disciplinary actions up to termination. If you have any expected absences, please inform your supervisor at least      days in advance. **Unreported absences of or more days will be considered grounds for voluntary termination.**

# Employee code of conduct

## Overtime

During periods of high activity, overtime may occasionally be necessary. Non-exempt employees will be compensated at a rate of one-and-a-half times their normal pay for all hours worked over 40 hours, unless otherwise required by law.

**Any overtime pay must first be approved by a supervisor.**

## Timekeeping

All employees are required to keep track of their time for payroll and benefit purposes. At \_\_\_\_\_, timekeeping is reported through \_\_\_\_\_. It is the employee's responsibility to maintain an accurate time record and any errors should be reported to your supervisor immediately.

## Paydays

Your paycheck will be administered on a \_\_\_\_\_ basis on the \_\_\_\_\_ and \_\_\_\_\_ of each month for hours worked during the previous pay period.

**Pay periods run from \_\_\_\_\_ to \_\_\_\_\_.**

In order to reward employees for excellent work and focus on growth during your time at \_\_\_\_\_, we have established \_\_\_\_\_ performance reviews.

During these reviews, employees will discuss past performance with their managers and set goals for the upcoming review period. Pay increases are given at management's discretion. **In the event of unsatisfactory work performance, employees may receive disciplinary action up to and including termination.**

## Benefits

\_\_\_\_\_ values our employees.

**We hope you will enjoy and make use of the following benefits.**

### Time off

We recognize how important it is for employees to rest and recuperate.

With this in mind, \_\_\_\_\_ offers time off for both vacation and sick days.

- Full time employees are eligible for \_\_\_\_\_ days of paid time off and \_\_\_\_\_ sick days.
- Part time employees are eligible for \_\_\_\_\_ days of unpaid time off and \_\_\_\_\_ sick days.

### We also observe the following holidays:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

If a holiday falls on a Saturday, it will be observed on the previous Friday.

If it falls on a Sunday, it will be observed on the following Monday.

# Leaves

**offers employees leaves for the following reasons.**

- Bereavement, which will constitute 5 days of unpaid time off.
- Disability, which will constitute 180 days of paid time off.
- Jury duty, which will constitute 5 days of unpaid time off.
- Maternity, which will constitute 120 days of paid time off.
- Medical, which will constitute 15 days of unpaid time off.

## Health and life insurance

Full-time employees are eligible to enroll in company insurance programs after completing an introductory period of 90 calendar days. Under these programs, employees may receive health and life insurance coverage for themselves or their families. Employees will receive greater detail on coverages and options in a summary plan description (SPD) after becoming eligible.



## Retirement

Full-time employees are eligible to participate in the company's retirement plan. Pre-tax contributions can be made to a retirement account which the company will match up to 4%.

Employees will receive additional details in an SPD which will be sent after their eligibility is confirmed.

## Additional benefits

Our company is committed to maintaining a safe work environment. To this end we have the following safety precautions in place.

## Emergency procedures

In case of fire, earthquake, lockdown, or other emergency situations, we have established emergency procedures. You may obtain paper copies of emergency plans and exits by asking your manager. We will also perform drills once once per quarter.

## Personal protective equipment

## OSHA



# Acknowledgement of receipt

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# 07

Please sign below to acknowledge you have received a copy of this employee handbook and have read and understood the policies contained within. If you have any additional questions, please feel free to reach out to HR.

Signature:

Date:

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