

# HR Policy Manual

## Table of Contents

---

- Section 1000: Introduction
  - Policy 1001: Manager's Acknowledgement of Receipt of Manual
  - Policy 1010: Introduction to the Manual
  - Policy 1020: Message from Management
  - Policy 1030: Mission Statement
  - Policy 1040: Overview of the Company
  
- Section 2000: General Management Practices
  - Policy 2010: Americans with Disabilities Act (ADA)
  - Policy 2015: Diversity
  - Policy 2020: Employment-At-Will
  - Policy 2030: Equal Employment Opportunity (EEO)
  - Policy 2040: Harassment
  
- Section 3000: Employment Status and Human Resource Records
  - Policy 3010: Employee Classification
  - Policy 3020: Initial Employment Period
  - Policy 3030: Human Resource Files and Records
  - Policy 3040: Reference Requests
  
- Section 4000: Hiring Issues
  - Policy 4005: Employee Referral Program
  - Policy 4010: Employment of Minors
  - Policy 4020: Hiring Procedures
  - Policy 4030: Hiring of Relatives (Nepotism)
  - Policy 4040: Immigration Law Compliance
  - Policy 4050: Obtaining Reference Information
  - Policy 4060: Orientation
  - Policy 4070: S.A.F.E. Act
  
- Section 5000: Employment Practices
  - Policy 5005: Alternate Working Schedules
  - Policy 5010: Complaint Procedure

- Policy 5020: Corrective Action
- Policy 5022: Emergency Closing
- Policy 5023: Employee Development
- Policy 5025: Employee Recognition Program
- Policy 5026: Employee Serious Injury or Death
- Policy 5028: In-House Education and Training
- Policy 5029: Internships
- Policy 5030: Involvement in Community/Political Activities
- Policy 5035: Job Sharing
- Policy 5040: Layoff and Reduction in Force
- Policy 5045: Matching Gift Program
- Policy 5050: Medical Examinations and Drug Testing
- Policy 5060: Medical Reporting and Health Certification
- Policy 5070: Outside Employment
- Policy 5080: Performance Appraisal
- Policy 5090: Promotion
- Policy 5091: Relocation
- Policy 5092: Return to Work and Light Duty
- Policy 5100: Serious Illnesses, Medical Conditions, and Impairments
- Policy 5102: Succession Planning
- Policy 5103: Suggestion Program
- Policy 5105: Telecommuting
- Policy 5110: Termination of Employment
- Policy 5120: Transfer
  
- Section 6000: Employee Responsibilities
  - Policy 6010: Appearance and Grooming
  - Policy 6020: Attendance and Dependability
  - Policy 6030: Communication and Information Systems
  - Policy 6035: Computer Security and Use
  - Policy 6040: Confidentiality
  - Policy 6050: Conflicts of Interest
  - Policy 6060: Drugs and Alcohol
  - Policy 6070: Employee Conduct and Work Rules
  - Policy 6072: Personal Finances
  - Policy 6075: Personal Financial Transactions
  - Policy 6080: Personal Property, Searches and Inspections
  - Policy 6090: Public Relations
  - Policy 6100: Safety
  - Policy 6110: Smoking and Other Tobacco Use
  - Policy 6115: Social Media
  - Policy 6120: Solicitation and Distribution Activities
  - Policy 6150: Whistleblowing: Reporting Serious Inappropriate Conduct
  - Policy 6160: Workplace Violence

- Section 7000: Compensation and Benefits
  - Policy 7010: COBRA - Insurance Continuation
  - Policy 7015: Compensation Program Administration
  - Policy 7016: Domestic Partnership Benefits
  - Policy 7017: Extra Compensation
  - Policy 7020: Insurance and Retirement Benefits
  - Policy 7030: Overtime
  - Policy 7040: Rest and Lunch Breaks
  - Policy 7050: Payroll Procedures
  - Policy 7060: Severance Pay
  - Policy 7070: Time Records
  - Policy 7080: Working Hours
  
- Section 8000: Time Off
  - Policy 8005: Catastrophic Leave Sharing Program
  - Policy 8010: Family and Medical Leave
  - Policy 8011: Leaves of Absence
  - Policy 8020: Funeral Leave
  - Policy 8030: Holidays
  - Policy 8040: Jury, Witness, and Voting Leave
  - Policy 8050: Military Leave
  - Policy 8060: Personal and Other Leaves of Absence
  - Policy 8065: Paid Time Off
  - Policy 8067: Sabbaticals
  - Policy 8068: School/Volunteer Leave
  - Policy 8069: Serious Contagious Illnesses and Pandemics
  - Policy 8070: Sick Leave
  - Policy 8080: Vacations
  
- Section 9000: Expenses and Reimbursement
  - Policy 9010: Business Entertainment and Gifts
  - Policy 9020: Business Travel
  - Policy 9030: Car Expenses
  - Policy 9040: Education and Training
  - Policy 9050: Expense Control and Reimbursement
  - Policy 9060: Participation in Professional and Other Organizations

# Employee Handbook

## Table of Contents

---

- Section 1000: Introduction and Employee Acknowledgement
  - Policy 1001: Employee Handbook Receipt and Acknowledgement
  - Policy 1010: Introduction to the Handbook
  - Policy 1020: Message from Management
  - Policy 1030: Mission Statement
  - Policy 1040: Overview of the Company
  
- Section 2000: General Management Practices
  - Policy 2010: Americans With Disabilities Act (ADA)
  - Policy 2015: Diversity
  - Policy 2020: Employment-At-Will
  - Policy 2030: Equal Employment Opportunity (EEO)
  - Policy 2040: Harassment
  
- Section 3000: Employment Status And Human Resource Records
  - Policy 3010: Employee Classification
  - Policy 3020: Initial Employment Period
  - Policy 3030: Human Resources Files and Records
  - Policy 3040: Reference Requests
  
- Section 4000: Employment Practices
  - Policy 4005: Alternate Working Schedules
  - Policy 4010: Complaint Procedure
  - Policy 4020: Corrective Action
  - Policy 4023: Emergency Closing
  - Policy 4024: Employee Development
  - Policy 4025: Employee Referral Program
  - Policy 4026: Employment of Minors
  - Policy 4030: Hiring of Relatives (Nepotism)
  - Policy 4032: Immigration Law Compliance
  - Policy 4033: In-House Education and Training
  - Policy 4034: Internships
  - Policy 4035: Involvement in Community/Political Activities
  - Policy 4036: Job Sharing
  - Policy 4039: Matching Gift Program

- Policy 4040: Medical Exams, Drug Testing, and Health Certification
- Policy 4048: Orientation
- Policy 4050: Outside Employment
- Policy 4060: Performance Appraisal
- Policy 4070: Promotions and Transfers
- Policy 4073: Recognition Program
- Policy 4075: Return to Work and Light Duty
- Policy 4080: Serious Illnesses, Medical Conditions, and Impairments
- Policy 4085: Suggestion Program
- Policy 4090: Termination of Employment
  
- Section 5000: Employee Responsibilities
  - Policy 5010: Appearance and Grooming
  - Policy 5020: Attendance and Dependability
  - Policy 5030: Communication and Information Systems
  - Policy 5040: Confidentiality
  - Policy 5050: Conflicts of Interest
  - Policy 5060: Drugs and Alcohol
  - Policy 5070: Employee Conduct and Work Rules
  - Policy 5071: Employee Inventions
  - Policy 5079: Personal Finances
  - Policy 5080: Personal Property, Searches, and Inspections
  - Policy 5081: Personal Financial Transactions
  - Policy 5090: Public Relations
  - Policy 5100: Safety
  - Policy 5110: Smoking and Other Tobacco Use
  - Policy 5115: Social Media
  - Policy 5120: Solicitation and Distribution Activities
  - Policy 5128: Whistleblowing: Reporting Serious Inappropriate Conduct
  - Policy 5130: Workplace Violence
  
- Section 6000: Compensation And Benefits
  - Policy 6010: COBRA - Insurance Continuation
  - Policy 6020: Insurance and Retirement Benefits
  - Policy 6030: Overtime
  - Policy 6040: Payroll Procedures
  - Policy 6050: Working Hours
  
- Section 7000: Time Off
  - Policy 7010: Funeral Leave
  - Policy 7020: Holidays
  - Policy 7030: Jury, Witness, and Voting Leave
  - Policy 7040: Leaves of Absence

- Policy 7041: Leave Policy
  - Policy 7045: Paid Time Off
  - Policy 7050: Sick Leave
  - Policy 7060: Vacations
- 
- Section 8000: Expenses And Reimbursement
    - Policy 8010: Control of Expenses and Reimbursement