

## Working with Policies: Viewing & Printing Model Policies

1. Click on the “Master” tab at the top left of the screen to make sure you are in the *Master Manual*.
2. Click the plus sign next to the “Manual Administration” folder and the “Master Manual” folders to expand both folders.
3. You will see a listing of all the available model polices. Model Policies are indicated by a yellow background and cannot be edited. The content must be moved to the Working Manual in order to be edited.
4. Click on the model policy you would like to view, and the full text of the policy will appear on the right side of the screen.
5. To Print a model policy, click the “Print” button at the top of the model content.

The screenshot displays a web application interface for managing policies. On the left, a sidebar shows a tree view of folders: 'MANUAL ADMINISTRATION' and 'MASTER MANUAL'. The 'MASTER MANUAL' folder is expanded, showing a list of model policies with yellow backgrounds. A callout box labeled 'Model Policy Listing (Master Manual)' points to this list. The main content area shows the details of 'Model Policy 4005: Alternate Working Schedules'. At the top of this area, there are buttons for 'Print' and 'Copy to working manual', both highlighted with red boxes. The 'Print' button is also highlighted by a red box in the top navigation bar. The policy content includes a title, a description, and an 'Eligibility' section.

Working Master Archive

Search Master: [ ] Search

MANUAL ADMINISTRATION

MASTER MANUAL

- 1000 - Introduction and Employee Acknowledgement
- 1001 - Employee Handbook Receipt and Acknowledgement
- 1010 - Introduction to the Handbook
- 1020 - Message from Management
- 1030 - Mission Statement
- 1040 - Overview of the Company
- 2000 - General Management Practices
- 2010 - Americans With Disabilities Act (ADA)
- 2015 - Diversity
- 2020 - Employment-At-Will
- 2030 - Equal Employment Opportunity (EEO)
- 2040 - Harassment
- 3000 - Employment Status And Human Resource Records
- 3010 - Employee Classification
- 3020 - Initial Employment Period
- 3030 - Human Resources Files and Records
- 3040 - Reference Requests
- 4000 - Employment Decisions

Print Copy to working manual Master Updated Date: 8/31/13

### Model Policy 4005: Alternate Working Schedules

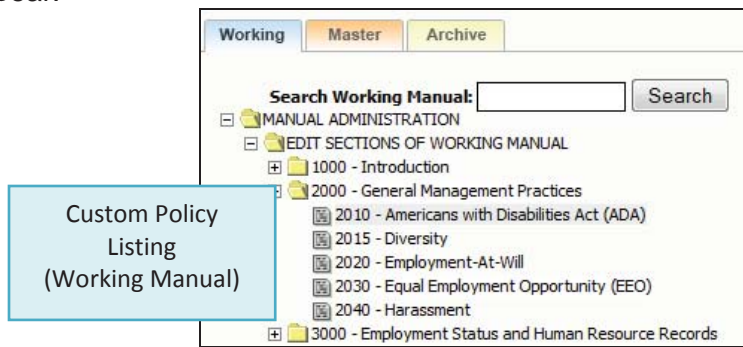
Alternate work scheduling programs, including flex-time and compressed workweeks, can assist employees in better managing family and personal responsibilities, travel schedules and commutes, and may, in appropriate cases, provide reasonable accommodations required under the Americans with Disabilities Act. Department managers may develop alternate work schedules appropriate to their departments, ensuring that business needs are properly served, and realizing that the Company reserves the right to change or cancel these arrangements at any time for any permissible reason.

**Eligibility**

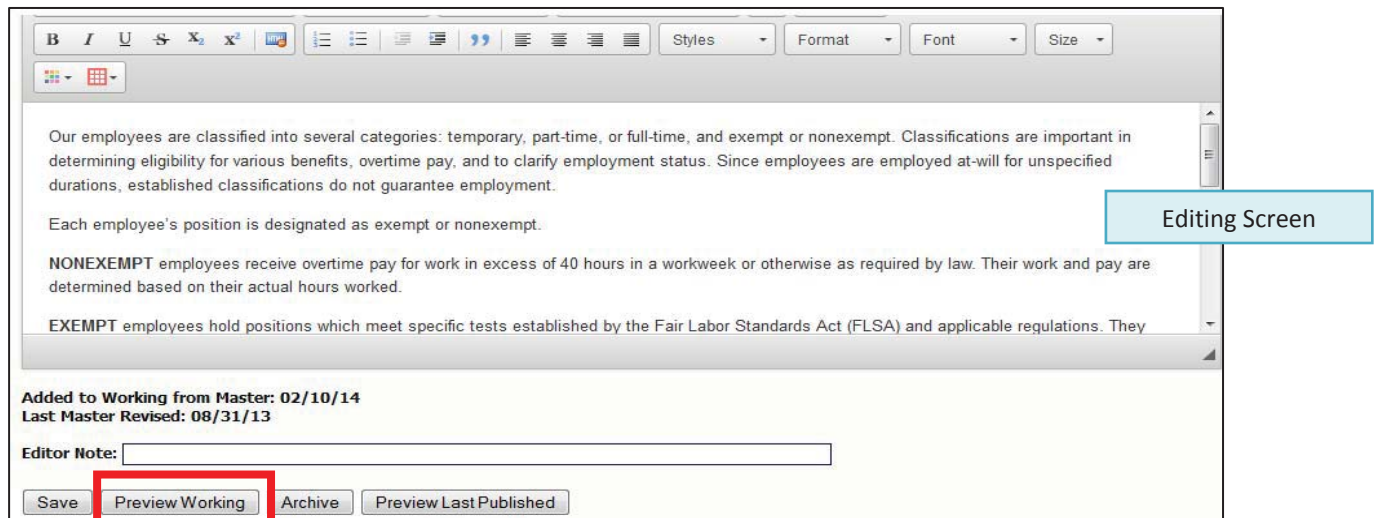
Full-time employees who have completed at least six (6) months of continuous employment are eligible for alternate scheduling programs. All alternative schedules must be approved by the department manager and in some instances Human Resources. Approvals are granted on a case-by-case basis at Management's complete discretion and may not be appropriate in every department or for every position within a department.

## Working with Policies: Viewing & Printing Custom Policies

1. Click on the “Working” tab at the top left of the screen to make sure you are in the *Working Manual*.
2. Using the plus signs to the left of each folder, expand the “Manual Administration” and the “Edit Sections of Working Manual” folders. The top level chapter topics will be displayed as folders under the “Edit Sections of Working Manual” folder. Each chapter page is divisible by 1000. Chapter pages include a table of contents for what is included in the chapter, but do not include policy content.
3. Click the plus sign next to the chapter you wish to open. A listing of policies within that chapter will appear.



4. Click on the name of the policy you would like to view, and the full text of the policy will appear on the right side of the screen (editing screen). You can read through the policy on the editing screen.
5. Click the “Preview Working” Button directly below the content editor on the editing screen. A new window (preview window) will open. Many people find it easier to read the full policy in the preview window rather than in the editing screen. **Note:** if your policy has not yet been published, you will not see the “Preview Last Published” button as shown in the screen shot below.



6. At the top of the preview window is a “Print” button that can be clicked to print this single policy.

