

Workplace  Dynamics LLC

• Balancing Workplace Compliance with Business Dynamics •
SAMPLE EMPLOYEE HANDBOOK TABLE OF CONTENTS

<u>SUBJECT/TOPIC</u>	<u>PAGE</u>
WELCOME LETTER	i
1 WMS BACKGROUND INFORMATION	1
1.1 A Brief History of xxx	1
1.2 Organization Chart	2
2 INTRODUCTION TO THIS HANDBOOK	3
2.1 Purpose of the Employee Handbook	3
2.2 Human Resources Philosophy	3
2.3 Definitions of Terms	3
3 HUMAN RESOURCE POLICIES	5
3.1 Employment-At-Will	5
3.2 Equal Employment Opportunity/Affirmative Action	5
3.3 Americans with Disabilities Act	6
3.4 Harassment Free Workplace	7
3.5 Drug Free Workplace	9
3.6 Personnel Records	9
4 CODE OF CONDUCT	11
4.1 Business Ethics and Conduct	11
4.2 Company Expectations of Employee Behavior	13
5 EMPLOYEE RELATIONS AND COMMUNICATIONS	15
5.1 Employee Problem Solving Process	15
5.2 Bulletin Boards	16
5.3 Guidelines for Intranet Communications/E-Mail	16
5.4 External Communications	16

Workplace Dynamics LLC

• Balancing Workplace Compliance with Business Dynamics •

6	EMPLOYEE DEVELOPMENT AND ADVANCEMENT	17
6.1	Performance Management Program	17
6.2	Approach to Performance Improvement	17
6.3	Employee Assistance/Counseling	18
7	ATTENDANCE/LEAVES OF ABSENCE	19
7.1	Work Hours	19
7.2	Attendance Expectations and Absence Procedures	19
7.3	Time Reporting	19
7.4	Paid Absences/Leaves	20
7.5	Unpaid Absences/Leaves	23
8	COMPENSATION AND BENEFITS	26
8.1	Compensation Program	26
8.2	Business Expense Reimbursement	27
8.3	Statutory Benefits	27
8.4	Voluntary/Optional Benefits	28
9	HEALTH, SAFETY, AND SECURITY	31
9.1	Safety Guidelines	31
9.2	First Aid/Medical Attention	32
9.3	Workplace Violence Prevention	32
9.4	Fire Safety or other Emergency Situations	32
9.5	Smoking in the Workplace	33
9.6	Security	33
10	SEPARATION FROM EMPLOYMENT	34
10.1	Termination Process	34
10.2	Termination Pay	34
10.3	Healthcare Continuation Coverage	34
11	EMPLOYEE ACKNOWLEDGEMENT	35
12	ALPHABETICAL LISTING OF TOPICS	36

12 - ALPHABETICAL LISTING OF TOPICS

TOPIC	SECTION	PAGE
401(k) Savings Plan	8.4	29
Absence Procedures	7.2	19
Absences-paid	7.4	20
Absences-unpaid	7.5	23
Accident Reporting	8.3/9.1/9.2	27/31/32
Affirmative Action	3.2	5
Alcohol and Drug Policy	3.4	9
Americans with Disabilities Act (ADA)	3.2	6
Attendance	7.2	19
Authority for Human Resource Practices & Documents	2.1	3
Benefits	8.3/8.4	27/28
Benefits Continuation Coverage	8.4/10.3	28/34
Bereavement Leave	7.4	21
Bulletin Boards	5.2	16
Business Conduct	4.2	11
Business Expenses	8.2	27
COBRA Continuation Coverage	8.4/10.3	28/34
Code of Conduct	4.2	11
Code of Ethics	4.1	11
Compensation Program	8.1	26
Computer Use	3.3/4.1/4.2/5.3	8/12/13/16
Confidentiality	4.1	11
Conflicts of Interest	4.1	12
Counseling	6.3	18
Customer Contact	4.2/5.4	13/16
Deductions from your pay	8.1	26
Definitions	2.3	3
Dental plan	8.4	28
Disabilities	3.2	6
Disability leave, long term	8.4	29
Disability leave, short term	8.4	28
Discipline	6.2	17
Discrimination	3.2	5
Drug Free Workplace	3.4	9
Drug Testing Program	3.4	9

Workplace Dynamics LLC

• Balancing Workplace Compliance with Business Dynamics •

TOPIC	SECTION	PAGE
Educational assistance	8.4	29
Emergency Situations	9.2/9.3/9.4	32
Emergency/Weather Closings	7.4	21
Employee Acknowledgement	11	35
Employee Assistance	6.3	18
Employee Behavior	4.2	13
Employee Concerns	5.1	15
Employee Counseling	6.3	18
Employee Records	3.5	9
Employee Problem Solving Process	5.1	15
Employees with Serious Diseases	3.2	6
Employment-At-Will Policy	2.1/3.1/10.1/11	5
Equal Employment Opportunity	3.2	5
Ethics	4.1	11
Exempt Employee	2.3	4
Exit Interview	10.1	34
Expectations of Employee Behavior	4.2	13
Expense Reimbursement	8.2	27
Family/Medical Leave	7.5	23
Fire or Other Emergency Situations	9.4	32
First Aid/Medical Attention	9.2	32
Grievances	5.1	15
Harassment	3.3	7
Health	9.1	31
Health insurance	8.4	28
Healthcare Continuation Coverage	8.4/10.3	28/34
History	1.1	1
Holidays	7.4	20
Hourly field employee	2.3	4
Hourly office employee	2.3	4
Human Resource Bulletin Board	5.2	16
Human Resource Philosophy	2.2	3
Inclement Weather	7.5	21
Interim Employee	2.3	4
Involuntary Termination	10.1	34
Jury Duty	7.5	23
Legal Aid Plan	8.4	29
Life Insurance	8.4	28
Long Term Disability	8.4	29

Workplace Dynamics LLC

• Balancing Workplace Compliance with Business Dynamics •

TOPIC	SECTION	PAGE
Medical Attention	9.2	32
Medical Leave	7.5	23
Military Leave	7.4	22
Moonlighting	4.1	12
Non-Exempt Employee	2.3	4
Office Hours	7.1	19
Organization Chart	1.2	2
Outside Employment	4.1	12
Overtime Pay	2.3/8.1	26
Paid Absences/Leave	7.4	20
Part-time Employees	2.3	4
Pay Day	8.1	26
Pay Period	8.1	26
Performance Evaluation	6.1	17
Performance Improvement	6.1/6.2	17
Performance Management	6.1	17
Personnel Records	3.5	9
Personal Appearance	4.2	13
Personal Property	9.6	33
Posting of Human Resource Notices	5.2	16
Problem Solving Process	5.1	15
Property / Services	4.2	13
Protecting Employee Information	3.5	9
Purpose of the Employee Handbook	2.1	3
Retirement - 401(k) savings plan	8.4	29
Safety Advisory Group	9.1	31
Safety Guidelines	9.1	31
Safety Director	9.1	31
Salaried Employee	2.3	4
Security	9.6	33
Separation from Employment	10.1	34
Severance Pay	10.2	34
Sexual Harassment	3.3	7
Short term disability	8.4	28
Sick Leave	7.4	21
Smoking Policy	9.5	33
Statutory Benefits	8.3	27
Telephone Protocol/Courtesy	5.4	16
Termination Pay	10.2	34

Workplace  Dynamics LLC

• Balancing Workplace Compliance with Business Dynamics •

TOPIC	SECTION	PAGE
Termination Process	10.1	34
Time Reporting	7.3/8.1	19/26
Unlawful Harassment	3.3	7
Unpaid Leave	7.5	23
Vacation Leave	7.4	20
Violence in the Workplace	4.2/9.3	13/32
Voluntary Termination	10.1	34
Work Hours	7.1	19
Work Time	7.1	19
Workers Compensation	8.3/9.1	27/31
Workplace Violence	4.2/9.3	13/32