



2022 Employee Handbook

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Section 1

Introduction

Welcome to our amazing company!

Purpose of this handbook

Mission Statement

Your role in achieving our mission

Section 2

Employee Types

Full-Time Employee

A Full-Time Employee regularly works at least 35 hours per week

Part-Time Employee

A Part-Time Employee regularly works less than 35 hours per week but no less than 17½ hours per week.

Exempt Employee

An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption of the Fair Labor Standards Act (FLSA).

Non-Exempt Employee

A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the FLSA.

For Non-Exempt Employees, an accurate record of hours worked must be maintained. The company will compensate Non-Exempt employees as outlined by applicable federal and state laws.

Temporary Employee

A person employed, either on a full-time or part-time basis, for a period of time less than six months.

Seasonal Employee

An employee who is hired for a specific period of time not more than six months. The employee works at approximately the same time each year (such as summer or winter) for two or more consecutive years.

Section 3

Payroll

Paychecks are issued on the 15th and the last day of each month, except when either of those days falls on a Saturday, Sunday or holiday, in which case paychecks will be issued on the prior weekday. Timesheets are due at least three days prior to each pay period. All deductions are itemized and presented to employees with the pay stub.

Approved salary deductions may include:

- Federal and state income taxes
- Social security
- Medicare
- State disability insurance
- Health insurance premiums
- Life insurance premiums
- Retirement plan contributions

Our self-service employee portal gives you access to your paystubs 24/7. Be sure to log in and check out all the information available to you.



Section 4

Time and Attendance

Work Hours

The normal work week consists of five 8-hour days. Standard work hours are from 9:00 a.m. to 5:00 p.m., Monday through Friday. This includes one hour (unpaid) for lunch. This also includes a paid morning and afternoon 15-minute break. Depending on the job role, an employee may request a different work schedule. The alternative work schedule must be approved by the manager and director.

Attendance Policy

Punctuality and regular attendance are expected of all employees. Good attendance is critical to your success. Excessive absences, and frequently arriving late will make it difficult for you to do your job. It also affects the morale of your co-workers. Notify your manager if you are absent for any reason. Likewise, notify your manager if you plan to arrive late or leave early. In the event of an emergency, notify your manager as soon as possible.

Excessive absences, tardiness or leaving early will be grounds for progressive discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, the company may counsel employees prior to termination for excessive absences, tardiness or leaving early.

How to Track Hours

Hourly employees will log into the the company web-based timekeeping app at the beginning of each shift. They will clock out for a one-hour lunch. The timekeeping system will create an online timecard each pay period. The employee will submit the timecard to their manager. The manager will approve the timecard and send to payroll. The employee can check their work schedule, timecard and PTO balance any time on the timekeeping app.

How to Request Time Off

In the company timekeeping app, employees submit time off requests to their manager. The manager will approve or deny the request within one week of submission. Employees are encouraged to request time off as far in advance as possible. This allows managers to adjust employee schedules to ensure appropriate shift coverage when employees are taking PTO, sick leave, jury duty time off for any other reason.

How to Request a Shift Trade

Hourly employees are generally assigned a set schedule. If an hourly employee knows they can't work an assigned shift, they may request a shift swap. In the company employee timekeeping app, go to the Shift Swap tab. Fill out the short form and submit to your manager. Your manager will either approve or deny the shift trade, depending on whether he/she can find a co-worker to pick up the shift.

Overtime

Overtime pay, which is applicable only to Non-Exempt employees, is for any time worked in excess of 40 hours in a work week. Only the Executive Director or his or her designee, upon the request of an employee's supervisor, may authorize overtime. Overtime rate is one and one-half time (1½) the employee's straight time rate, except in instances involving a Sunday or holidays when the rate is two times the regular rate. Payment of overtime will be provided in the pay period following the period in which it is earned.

NOTE: California overtime laws are stricter than the federal standards. If your business is located in California, consult the state Department of Labor for the latest rules.



Section 5

Remote and Hybrid Working Policy

As [ORGANIZATION NAME] works to create a safe environment for our employees, we've created in-office and remote work policies.

Procedures

Each manager will meet with each direct report on their team to develop an appropriate work plan that addresses shifts and work location. This may include full-time remote working, full-time onsite working (with safety measures) or a combination, also called a hybrid model. In creating the plan, the manager and employee will evaluate the following:

- The employee's job duties and which functions can be performed offsite
- Productivity—Is the employee productive when working offsite?
- Safety—Is it safe to work in the office? Is there sufficient room for social distancing? Can teams have revolving schedules to limit physical interaction?
- Employee preferences—Does the employee want to work remotely? Does the employee have an appropriate home office?
- State, local and federal workplace laws

Each manager will submit a work plan to HR for each member of their team by [DATE]. Managers will review work arrangements [MONTHLY OR QUARTERLY, ETC.] and make changes as warranted by business needs.

Work Plan Options and Policies

Onsite Full-time

[INCLUDE POLICIES FOR WORKING ONSITE FULL-TIME]

- Employee Scheduling and Shift Planning [STAGGERED OR REVOLVING SHIFTS, SHIFT TRADING, VARIANCE FROM HOURS WORKED, ETC.]
- Safety Protocols [FACE MASKS, VIRTUAL MEETINGS EVEN WHEN ONSITE, BREAK ROOM AND ELEVATOR OCCUPANCY LIMITS, ETC.]

Hybrid Onsite/Offsite Work

[INCLUDE POLICIES FOR WORKING AN ALTERNATING SCHEDULE]

- Employee Schedule and Shift Planning [WHICH DAYS ARE EMPLOYEES REQUIRED ONSITE, STAGGERED OR REVOLVING SHIFTS, SHIFT TRADING, VARIANCE FROM HOURS WORKED, CAN EMPLOYEE CHOOSE WHICH DAYS TO BE ONSITE?]
- Onsite Safety Protocols [SAFETY MEASURES AS LISTED ABOVE]
- Eligible Employees [LIST WHICH EMPLOYEE TYPES ARE ELIGIBLE]
- Offsite Availability and Communication [WHEN OFFSITE, ARE EMPLOYEES REQUIRED TO BE AVAILABLE DURING CORE HOURS? CAN EMPLOYEES CHOOSE THEIR OWN SCHEDULE? HOW SOON ARE EMPLOYEES EXPECTED TO RESPOND TO A COMMUNICATION?]
- Documentation [DO EMPLOYEES NEED TO VERIFY NEED FOR REMOTE WORK SUCH AS HEALTH STATUS, QUARANTINE, OR LACK OF CHILD CARE?]

Full-Time Offsite

[INCLUDE POLICIES FOR WORKING 100% REMOTE]

- Employee Scheduling and Shift Planning [LIST ANY VARIANCE FROM ORIGINAL SHIFT SCHEDULE AND FLEXIBILITY POLICIES AS LISTED ABOVE]
- Documentation [NECESSARY DOCUMENTATION AS DESCRIBED ABOVE]
- Availability and Communication [AS LISTED ABOVE]

We may change this policy as conditions evolve, with appropriate notice to all employees. Please contact the HR department [PHONE NUMBER AND EMAIL ADDRESS] with any questions or concerns.

Employee Handbook Receipt and Acceptance

I hereby acknowledge receipt of the company employee handbook. I understand that it is my continuing responsibility to read and know its contents. I understand and agree to abide by the policies set forth in the handbook. I also understand and agree that the employee handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Thus, I acknowledge and understand that unless I have a written employment agreement with the company that provides otherwise, I have the right to resign from my employment at any time with or without notice and with or without cause. I also acknowledge that the company has the right to terminate my employment at any time with or without notice and with or without cause.

Signature _____

Print Name _____

Date _____

Legal Stuff [EXAMPLE LANGUAGE]

Confidentiality Policy

Any information that an employee learns about the company or its members or business partners, as a result of working for the company that is not otherwise publicly available is defined as confidential information. Employees may not disclose confidential information to anyone who is not employed by the company. Employee are also prohibited from disclosing confidential information to other the company employees or business partners who do not need to know such information. The disclosure, distribution, electronic transmission or copying of the company's confidential information is prohibited. Any employee who discloses confidential information will be subject to disciplinary action. I understand the above policy and pledge to abide by the company's confidentiality policy.

Equal Employment Opportunity

The company complies with all federal, state and local employment law and is committed to equal employment opportunity. The company will not discriminate against any employee or job applicant in a manner that violates the law. The company is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

The company will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of the company may have violated the Equal Employment Opportunity Policy should report the possible violation to the Executive Director. If the company determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the company will inform the employee who made the complaint of the results of the investigation.

Anti-Harassment Policy

The company's recognizes that sexual harassment and other types of discriminatory behavior are unlawful. The company has created a policy against harassment and a reporting protocol for employees who have been a victim of harassment. The reporting procedure is the same for any employee who witnesses or becomes aware of harassment. This policy is in force for all work-related activities. For example, this includes trade shows, conventions, and work-sponsored social activities.

The company's policy reflects the EEOC's definition of sexual harassment as the following: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The company's property (including cell phones, computers, and software, and internet connections) may not be used to participate in illegal behavior of any kind including sexual harassment or discrimination.

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