

## THE EMPLOYEE HANDBOOK

### ABSTRACT

The following is a final draft of a basic employee handbook for a medium-sized organization of 100 employees or more. The policies are current to HRIS standards and practices. The handbook incorporates the inclusion for union employees as well. The handbook uses, 'The Company' in the place of a real organizational name for the purposes of establishing a user-friendly document.

### EXECUTIVE SUMMARY

I am pleased to introduce this multipurpose employee handbook. The handbook covers basic policies, practices and benefits for employees in a medium to large firm of over 100 employees. It is intended to clearly and concisely address basic questions you may have about working at the company. The handbook is a critical reference on matters pertaining to employment within the company, so it is important that you familiarize yourself with its contents.

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# THE COMPANY EMPLOYEE HANDBOOK

## INTRODUCTION

The Company is pleased to have you as a member of its staff. This handbook will acquaint you with some of the Company's employment policies. If you have any questions, please do not hesitate to ask your supervisor or the Human Resources office.

The handbook is for all employees of The Company

## ABOUT THE COMPANY

### NEW EMPLOYEE ORIENTATION

Upon joining the Company, you will receive an orientation that will provide a history and tour of the Company and an overview of the Company's benefits, policies and procedures. We hop you will find it informative and enjoyable, and that the orientation will help you in adjusting to your new environment and work space.

### YOUR HUMAN RESOURCES OFFICE

The Human Resources staff assists in employee/labor relations, including training, job changes, employee benefits, and employee complaints. You should feel free to see guidance from the Human Resources office in all employment matters.

### YOUR DEPARTMENT HEAD OR SUPERVISOR

You are responsible to your supervisor for the progress of your work. Your supervisor is responsible for your training, as well as for evaluation of your job performance.

### EMPLOYEE IDENTIFICATION

You will be issued a picture identification card and name badge to present when you enter the Company premises and to wear at all time on site. Picture identification cards, name badges and key are company property. They must not be duplicated and must be returned to the Human Resources office upon termination of employment.

### PERSONNEL RECORDS AND INFORMATION

Accurate records are necessary to satisfy government requirements and benefits programs. It is important that your personnel records be kept current. Please notify your supervisor and the Human Resources office of any changes in name address, telephone number, marital status, number of dependents and beneficiaries. The Company sometimes receives inquiries about present or former employees. Whether the inquiries are made by telephone, letter or personal interview, responses on behalf of the Company may be provided only through the Human Resources office. Our policy is to furnish only job title, dates of employment and information required by law unless more is requested by the employee, in which care, we require a release

signed by the employee. Anyone who chooses to give his or her own personal reference for another employee must make sure that it does not appear to be a reference of the Company. When a personal reference may be misconstrued as a reference of the Company, a disclaimer should be given: "This reference is a statement of my personal opinion and not that of the Company. The Company may be contacted for references through its Human Resources office."

### **DRESS AND PERSONAL APPEARANCE**

Certain departments may require uniforms or have dress standards that require specified attire. Employees within these departments must comply with those standards, and all employees must adhere to professional standards of dress appropriate to their role with the Company.

### **LOCKERS, DESKS AND WORK AREAS**

Employee may bring personal items to their assigned lockers, desks and work areas as appropriate, remembering however, that the Company reserves the right to search these areas for controlled substances, alcohol, weapons and other contraband which may not be brought onto the Company premises. Employees will be given the opportunity to be present at such searches.

### **PARKING PRIVILEGES**

Employees who avail themselves to Company parking facilities must obey the parking regulations issued by the Company. The Company does not assume any responsibility for any loss, injury or damage resulting from parking on Company property.

### **ATTENDANCE SCHEDULES AND REPORTING**

Schedules vary by department throughout the Company, and are set by your department head or supervisor. We rely on each other to carry out the work of the Museum, so timely and reliable attendance is important and required. Your work schedule may have appropriate time for breaks and lunch, for wash-up, and for change of clothes for uniformed positions.

If you must be absent, you must call your supervisor before your scheduled reporting time so that alternate arrangements can be made. If you are temporarily physically unable to do so, you must arrange for someone else to do so, and call your supervisor personally as soon as possible. If the absence continues beyond one day, you or in exceptional circumstances, someone acting on your behalf, must personally call your supervisor before the next workday.

Employees absent due to illness or injury for more than 3 days may be required to provide to their supervisors written verification from their physician of their condition and the date they will be able to return to work in order to gain approval to charge sick leave or leave without pay. Similarly, employees absent due to an emergency may be required to provide details and supporting documentation of the reasons for approval to charge vacation leave or leave without pay.

Lateness, upon the start of the workday or upon return from meal or other breaks, is charged to vacation leave. Absences, lateness or a pattern of them whether resulting from injury, illness emergency or other circumstances, will be review by supervisors. An unfavorable review may result in the loss of pay or appropriate disciplinary action.

The Company accommodates the religious observances and practices of employees, except where accommodation would cause an undue hardship to the Company. Your supervisor may require a letter from your religious leader indicating the day and hours of observance and any alternatives.

### **TIME RECORDS**

Time sheets are kept for such purposes as tracking annual and sick leave, overtime pay for those who qualify. Employees must file time sheets in a complete, accurate and timely manner. The supervisor's signature is a representation that the time sheet has been reviewed with respect to the validity and accuracy of the hours as reported and allocated. Supervisors and employees both have a continual responsibility to ensure that only projects and accounts actually worked on are charged.

### **OVERTIME AND COMPENSATORY TIME**

Employees are classified by the Company as those who qualify for overtime pay, and those who do not. The Human Resources office maintains a record of your classification. Employees who qualify for overtime pay must record their hours worked on their department's time sheet. These employees must record the time of day they start work and the time of day they finish work. For budgetary control, these employees must report no later than their scheduled reporting times, and must not work in excess of their regularly scheduled hours without authorization. Employees who do not qualify for overtime pay are required to record the dates that they worked by a check mark on their department's time sheet, including a notation for off-premises work such as business travel and attendance at meetings outside the Company. The Human Resources office can advise you whether you qualify for the Company's compensatory time program and how the program works.

### **REPORTING FOR WORK DURING EMERGENCIES**

When the Company closes to the public because of an emergency such as severe weather, terrorist activities or threat of terrorism, mass transit failures, or strikes affecting public works, 'essential' employees are expected to report to work unless otherwise designated by a Company official. Supervisors determine which employees are considered 'essential' and will advise you if you fall into this category.

### **PROMOTIONAL OPPORTUNITIES**

The Human Resources office is a resource for promotional opportunities, which are encouraged to pursue. It is the Company's policy to post job openings for 10 calendar days on the central bulleting board located near the Human Resources office. Any employee may secure from the Human Resources office an application for a posted vacancy to be submitted to the Human Resources office within the posting period. If the application is timely and appears to qualify the employee for the position, an interview will be coordinated by a Human Resources representative.

### **EMPLOYEE BENEFITS**

The Company offers a wide range of employee benefit plans to best meet both individual and family needs. Literature provided by the benefits representative in the Human Resources office contains complete details of the following:

Medical Plans

Dental Plans  
Short Term and Long-Term Disability  
Retirement and Savings Plans  
Group Life Insurance  
Stock Incentives

### **ELIGIBILITY**

Salaried employees and their eligible dependents may qualify for the above benefit plans. Restrictions apply for certain employee benefits, vacation time and paid holidays when employees work other than full-time. For information on eligibility and availability call the Human Resources office.

When your employment relationship with the Company changes, it affects your eligibility for benefits, leaves and pay. You may obtain information on how these changes affect you and your dependents from the benefits representative in the Human Resources office. Your employment status is recorded on your payroll status form. The categories of employment are:

#### **Salaried**

- Full time – work is according to the department's regular work schedule
- Part-time – on a planned, regular basis, work is for fewer hours the regular work schedule at a department
- Term – on the payroll either on a full-time or part-time basis, but work is on a specific job or for an established time. Generally, individuals in this employment category, such as education students and interns, will be reclassified or terminated at the end of the established time.

#### **Hourly**

- Part-Time
- Term

### **HOLIDAYS**

Holiday schedules are determined each year and sent to each employee in a memo. The holidays have often included the following:

New Years Day  
Martin Luther King Day  
Lincoln's Birthday  
Washington-Lincoln Day  
Memorial Day  
Labor Day  
Election Day  
Thanksgiving Day  
Christmas Day

### **ANNUAL LEAVE**

The Company provides salaried employees with a paid vacation leave to use for vacations, religious holidays and personal business, including outside professional activities.

## **SICK LEAVE**

Salaried employees receive sick leave according to their status with the Company. In the case of prolonged disability, medical documentation must be submitted from a physician or dentist duly licensed to diagnose and treat the illness or disability. For extended leaves of more than 30 days, documentation of disability must be submitted from a physician or dentist duly licensed to diagnose and treat the illness or disability. The expected date of return should be on the documentation and returned to the supervisor.

## **OTHER LEAVES WITH PAY**

Salaried employees may be granted leave with pay, without charge to sick leave or vacation leave balances for the circumstances listed below, or for other extenuating circumstances and at the discretion of the Company's administration, upon submission of satisfactory evidence to their supervisor and with the approval of the Human Resources office and administration.

### **Bereavement**

The Company grants leave up to 5 workdays in the case of death in the immediate family: spouse; parent; child; brother or sister; father-in-law or mother-in-law; or any relative residing in your household. Special considerations are taken into account. Please consult the Human Resources office.

### **Jury Duty**

Leave for jury duty will be granted provided the employee produced appropriate paperwork e.g. summons for jury duty.

### **Pregnancy Leave**

Employees are eligible for a paid leave program for pregnancy and childbirth when the employee's doctor certifies to the employee's pregnancy/childbirth. A pregnancy leave is typically 6-8 weeks. Pay for such leave commences after sick leave credits are exhausted. An employee may use vacation leave credits or take unpaid Family and Medical Leave if eligible after full utilization of the pregnancy leave.

## **FAMILY AND MEDICAL LEAVE**

The Company will grant eligible employees unpaid leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). A U.S. Department of Labor fact sheet is available from Human Resources explaining FMLA leave. The conditions of FMLA leave are as follows:

### **Purpose of Leave**

Subject to certain restrictions, eligible employees may take up to 12 work weeks of unpaid FMLA leave within a 12 month period for the following reasons:

- Upon the birth of a child of the employee and in order to care for such child
- The placement of a child for adoption or foster care with the employee and in order to care for such child

- When the employee is needed to care for a child, spouse or parent who has a serious health condition or
- When the employee is unable to perform the functions of his or her position because of a serious health condition.

### **Employee Eligible**

To be eligible for FMLA leave, an employee must have been employed by the Company for at least 12 months and must have worked 1250 hours during that 12 month period preceding the commencement of leave. The 12 month period in which the Company measures FMLA leave entitlement is calculated as the 12 month period that precedes the date that an employee commences any new FMLA leave

### **Request for FMLA Leave**

Requests for FMLA leave should be submitted in writing to your supervisor. When an employee's need for leave is foreseeable, such as upon the birth or adoption of a child, or a planned medical procedure, the employee must provide at least 30 days notice of the anticipated leave. If the need is not foreseeable an employee should give as much notice as is practicable. When planning medical treatment employees should consult with their supervisor and make an effort to schedule leave so as to minimize any disruption to the Museum's operations.

### **Substitution of Paid Leave**

An employee who is granted FMLA leave must first apply any unused vacation to the FMLA leave up to the combined maximum FMLA allowance of 12 weeks. An employee who is granted FMLA leave for his or her serious health condition will also be required to apply any unused sick leave to the FMLA leave period. Paid leave provided under the Museum's policy covering disabilities is considered sick leave for purposes of FMLA substitution.

### **Employee Benefits During Leave**

An employee granted FMLA leave will continue to be eligible for group health insurance benefits under the same terms, conditions and required contributions as if he or she were still an active employee. The use of FMLA leave will not result in the loss of any employment benefits that accrued prior to the start of the leave. Employment benefits based upon length of service will be calculated as of the last paid workday prior to the start of the FMLA leave of absence. Accrual of vacation benefits, pension/savings plan contributions, sick leave, personal days, and holiday benefits will be suspended during the period of FMLA and will resume upon return to active employment.

### **INTERMITTENT LEAVES/REDUCED SCHEDULES**

If medically necessary due to an employee's serious health condition or that of his or her spouse, child or parent, FMLA leave may be taken on an intermittent or reduced leave scheduled basis. If FMLA leave is requested on this basis, however, the Company may require the employee to transfer temporarily to an alternative position, with equivalent pay and benefits, that better accommodates recurring periods of absence or a part-time schedule.



## **REINSTATEMENT**

Except in unusual situations, an employee who returns from FMLA leave will be restored either to the position he or she held before going on leave or to an equivalent position with equivalent benefits pay and other terms and conditions of employment. Benefits will be resumed at the same levels provided when FMLA leave began, subject to any changes in benefits affecting the workforce that may have occurred while the employee was on leave and changes in the employee's status upon the employee's return to active employment. An employee's right to reinstatement or other benefits and conditions of employment is not greater than if he or she had been an active employee during the FMLA period. An employee who fails to report to work at the end of an approved FMLA leave will be deemed to have voluntarily resigned.

## **MEDICAL CERTIFICATION**

Where appropriate, the Company may require written medical certification and periodic re-certifications to support a claim for FMLA leave for an employee's own health condition or when leave is requested to care for seriously ill family member.

## **EXTENSIONS**

For an employee who has exhausted the 12 week FMLA leave, the Company may grant a further unpaid leave of absence for extenuating circumstances and for a limited period of time in the Company's discretion, depending on the circumstances and on the needs of the department. Such unpaid leaves must be approved by the employee's supervisor and the VP of Human Resources.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Company is an equal employment opportunity employer. The Museum's objective is to achieve a diversified workforce by assuring that member of groups who in the past may have been victims of employment discrimination are given equal opportunities to compete for employment and have their qualifications and performance assessed fairly.

Equal opportunity provides all employees the right to be considered in a nondiscriminatory manner – on the basis of his or her ability to do his or her job and his or her performance on the job. The Company does not discriminate on the basis of race, color, gender, age, religion, national origin or citizenship status, disability, sexual orientation, veteran or marital status, or any other discriminatory factor covered by law applicable to the Company.

This policy applies to all personnel actions including external and internal recruiting, hiring, training and promoting employees, compensation and benefits. The VP of Human Resources has overall responsibility for implementing this program.

## **HARASSMENT PROHIBITED**

In order to provide a productive and pleasant working environment, it is important that we maintain an atmosphere of mutual respect. Accordingly, the kind of conduct described below as harassment is prohibited.

Harassment consists of ethnic or racial slurs or other verbal or physical conduct or gestures that relate to a person's race, color, religion, national origin, age sex, sexual orientation, marital status, disability, alienage or citizenship status. It includes objectionable conduct or comments which interfere with work performance – such as threats, bullying, coercing, assault, taunting, ostracizing,

and malicious gestures. Harassment can also consist of unwelcome sexual advances, requests for sexual favors, or the display of derogatory or sexually explicit materials such as stories, jokes, posters, cartoons, or drawings. Harassment also consists of verbal or physical conduct of a sexual nature by supervisors, employees or the workplace when:

Submission to such conduct is made either explicitly or implicitly a term or condition of employment (such as hiring, training, evaluation, assignment, compensation, promotion or retention); or submission to or rejection of such conduct is used by an individual as a basis for employment decisions; or such conduct has the purpose or effect of interfering with an employee's work performance, or creates an intimidating, hostile or offensive work environment.

Employees, volunteers or suppliers working in the Company, may not harass one another, visitors, or applicants for employment.

### **PROCEDURES**

Any staff member with a harassment complaint should bring it to the attention of at least one of the following: his or her supervisor, the VP of Human Resources or other Human Resources staff, any officer of the Company or a designated EEO counselor. Complaints will be handled immediately by the Human Resources office in a confidential manner as is possible with a thorough investigation of the complaint. The Company does not permit retaliation of any form against any employee for bringing a complaint under these procedures.

### **RESPONSIBILITY**

Supervisors are responsible for implementing this policy within their area of responsibility, and for reporting harassment complaints they receive promptly to the Human Resources office. Any employee who has harassed another employee, applicant for employment, volunteer, visitor or supplier's employee will be subject to disciplinary procedures up to and including termination of employment.

### **SMOKE-FREE WORKPLACE**

Smoking is prohibited in indoor areas of the Company's buildings, facilities, offices, conference rooms and in Company vehicles. Smoking is allowed only in designated outdoor areas. This provides employees, volunteers and visitors with a healthy environment and is necessary to comply with the Smoke-Free Air Act.

### **PROCEDURES**

"No Smoking" signs are posted in appropriate locations of the Company. A copy of this smoke-free policy will be provided upon request to the New York City departments of Buildings, Consumer Affairs, Environmental Protection, the Fire Department and the Sanitation Department. Employees who wish to report violations or make inquiries about smoking in the workplace should contact the Human Resources office, which is responsible for handling such reports. Employees who exercise or attempt to exercise rights granted under this smoke-free policy, including the right to refuse to enter any space while any smoking is taking place, are protected from retaliation. Any employee who feels a personnel action has been taken against him or she for exercising any rights under the smoke-free air laws or this policy should contact the Human Resources office.

## **RESPONSIBILITY**

Supervisors are responsible for implementing this policy within their area of responsibility, including all offices and conference rooms used by them or their staff. All employees are expected to comply with this policy. Employees who violate this policy will be subject to discipline.

## **DRUG-FREE WORKPLACE**

The Company's drug-free workplace policy prohibits all persons employed in the Company from using, manufacturing, distributing, dispensing, or possessing a controlled substance while on Company premises or while working for the Company off-site. From time to time the Company conducts a drug-free awareness program. The program includes:

- Discussions organized by the Human Resources office about the dangers of drug abuse in the workplace
- Notice to each employee of the Company's policy of maintaining a drug-free workplace;;
- Penalties that may be imposed upon employees for violation of this policy, including termination from employment; and
- Periodic distribution to employees of information about drug counseling, assistance and rehabilitation programs available free through out Employee Assistance Resource

Each employee agrees to:

1. Abide by the terms of the Company's drug-free workplace policy; and
2. Notify the VP of Human Resources of any criminal drug stature conviction no later than 5 days after such conviction.

Any employee who violates this drug-free workplace policy is subject to discipline, including if appropriate, immediate discharge. This policy is a condition of employment.

The company will comply with the law to:

1. Notify any contracting agency oh which the employee is employed within 10 days after receiving actual notice of a conviction;
2. Sanction any employee so convicted and require the satisfactory participation in a drug abuse assistance or rehabilitation program; and
3. Make a good faith effort to continue to maintain a drug-free workplace through administration of this policy.

## **SAFETY**

It is the policy of the Company to provide safe and sanitary working facilities, and for employees to follow safety procedures and use the safety equipment provided by the Company. Each employee must learn the safety rules and follow them.

Employees are required to report unsafe conditions and unsafe equipment as well as job-related accidents/injuries to their supervisors as soon as possible. The Employee's Report of Work-Related Accident/Injury must be completed in triplicate on the day of the accident or injury to another employee or a visitor must summon assistance by calling the nearest attendant-guar or by dialing Ext. 2222

The Company's Safety Committee is appointed to aid in fostering safe work habits among employees and to monitor work areas for potential safety problems. Attendance at safety meetings and training sessions of an employee's department is required.

### **GAMBLING, LOTTERIES, AND LENDING MONEY**

While on Company premises or while on duty for the Company, no employee shall participate in any gambling activity, including but not limited to, a game for money or property, or selling or purchasing a numbers slip or ticket. While on duty or while on Company premises, employees are prohibited from lending money to anyone for the purpose of monetary profit or other gain. No supervisor may borrow money from subordinates, nor request or require any subordinate to co-sign or endorse a personal loan.

### **CONFLICT OF INTEREST**

Company employees must not engage in activities or relationships that conflict, or which may appear to conflict with the interest, purposes and activities of the Company. Company employees must report actual or possible conflicts of interest which may arise. Company employees must not accept gifts or entertainment of other than nominal value from suppliers, customers, or competitors of the Company. An offered gift must be refused if it would appear that the employee is expected to reciprocate to the donor with preferential treatment to the detriment of the Company. Acceptance of a free lunch or dinner as part of a business discussion or other business or social amenity customary to locality, is not ordinarily prohibited if it is not in conflict with the above principle.

### **SOLICITATION AND THE DISTRIBUTION OF LITERATURE**

Asking employees or visitors for pledges, subscriptions or signatures, and collecting other funds or memberships can interfere with the operation of the Company and are prohibited anywhere on Company premises during work time of either the employee soliciting or the employee being solicited. "Work time" does not refer to meal periods or break periods. A special exemption to the rule may be granted on a very limited basis as determined and approved by the Company such as for the United Way. Similarly, distribution of literature in work or visitor areas (excluding lunch and locker rooms) is prohibited as is the posting of literature on bulletin boards without supervisor approval or defacing literature which has been authorized for posting.

### **POLITICAL ACTIVITY AND CONTRIBUTIONS**

#### **Public Statements**

The Company recognizes that employees have the same personal interest in the decisions and policies of government as do other citizens. When Company staff speak out on a public issue with a personal opinion it is important to avoid the appearance of speaking or acting in an official capacity or on the Company's behalf.

#### **Lobbying**

In general, lobbying includes contacting government officials at any level of government – local, state and federal or a foreign government – on the formation or adoption of laws or regulations, and on nominations of officials. In an attempt to maintain the integrity of the process by which the federal government makes awards, legislation has been enacted over the past few years limiting

and requiring disclosure of lobbying efforts. Please contact the Human Resources office if you have questions.

### **INQUIRING FOR COMPANY RECORDS AND INFORMATION**

Company employees must protect the Company's confidential information both during and subsequent to their period of employment. Confidential information includes, but is not limited to, all personnel and payroll information. Employees are explicitly prohibited from taking any Company lists with them when they leave the Company without written authorization.

### **INTERNET SERVICES**

Employees who avail themselves to the privilege of Internet Services and other library or intranet services must comply with the conditions of use and service issued by the Company.

### **SOFTWARE COPYING**

The Company's policy is to respect copyright laws and observe the terms and conditions of any license agreements to which the Company is a party. In most cases, this means that the software used by our employees is copyrighted, and that the Company does not have the right to make copies of that software except for back-up purposes. This policy covers not only the substantial software programs the company may license but also the programs typically used for word processing, spreadsheets and data management. The Company's policy is to license a sufficient number of programs to provide for the legitimate requirements of all employees.

### **LOSS AND THEFT**

All losses and/or thefts of Company or personal property must be reported to the Security and Safety Department immediately. All articles found on the Company premises must be turned over to Security immediately. Employees must respond fully and truthfully to investigation inquiries by Security.

### **CORRECTIVE AND DISCIPLINARY ACTION**

The success of effectiveness of the Company is determined to a large degree by the common understanding employees have regarding their individual roles in the Company. The Company's goals for corrective action are:

- To communicate expectations of the job constructively and to correct inappropriate conduct or job performance;
- To reinforce job effectiveness and conduct positively
- To apply discipline/corrective action only where necessary and in an objective, fair, non-discriminatory manner and
- To provide discipline/corrective action at a level proportionate to inappropriate or unacceptable job performance or conduct

A series of actions, up to and including termination may be taken which increase in severity if job performance or conduct is not corrected. However, depending on seriousness and repetitiveness, the steps may be shortened and corrective or disciplinary action taken in proportion to the severity of the infraction.

## **YOUR RESPONSIBILITIES**

The Company requires that all employees conduct themselves in a responsible manner while on Company premises and while carrying out Company assignments. Employees must at all times be courteous and helpful to Company visitors, other employees and all persons with whom they come in contact in the performance of their official duties. The following are examples of conduct that will result in corrective or disciplinary action, up to and including termination of employment

1. Insubordination, such as failure to follow directions given by a supervisor, failure to follow department instructions, work policy, or procedures; violations of dress standards.
2. Violation of Company policy, such as those set out in this handbook or posted in the Company such as policies concerning equal employment opportunity, harassment, safety rules, drug-free workplace and the like.
3. Performance of non-Company work on Company premises, whether on Company time or the employee's own time, unless authorized by the supervisor. Unauthorized use of confidential information, funds, premises, equipment, facilities or resources, including telephone and email. Unauthorized use of the Company letterhead.
4. Falsification of Company records, including but not limited to employment applications, work records, time sheets, benefits or leave applications such as making any entry on a timesheet for another employee or requesting or allowing another person to make any entry on your time sheet, etc.
5. Failure to maintain acceptable standard of job performance. Failure to maintain required certifications licenses, etc. Excessive absenteeism or lateness; pretending illness to avoid duty; sleeping while on duty.
6. Misconduct or unprofessional conduct unbecoming a Company employee. Immoral or indecent behavior on Company premises. Lack of courtesy, belligerence or abusive language to Company visitors or staff.
7. Bringing, selling or drinking alcoholic beverages or controlled substances on Company premises. Using, distributing selling or purchasing illegal drugs or controlled substances or soliciting others to do so. Reporting for duty under the influence of a controlled substance.
8. Committing an assault or any other illegal act on Company premises; threatening intimidating, coercing or harassing another employee, member of management or any other individual by word or conduct. Possession of weapons during working hours or on Company premises.
9. Theft of Company property, abuse of tools or equipment or destruction or defacement of property belonging to the Company another employee or visitor.

## **GRIEVANCES**

This grievance/issue resolution procedure pertains to work-related problems. Should you have a problem of a personal nature, you are encouraged to utilize the programs provided by the Human Resources office.

If you have the concerns regarding work assignments, treatment by your supervisor or co-employees, safety, evaluations, or similar matters you may follow the steps listed below:

Most issues can be quickly and satisfactorily resolved between you and your supervisor. For this reason, the first step in resolving the problem is to discuss it with your supervisor within one week

from the date of the grievance occurs or issue arises. If the problem involves your supervisor, contact your Human Resources representative or your supervisor's supervisor.

If the problem is not resolve by your supervisor or if you find it necessary to proceed directly to the next level of management within your department you may proceed by discussing your problem with the next level of management within one week from the date of the decision of your immediate supervisor. You should prepare a written statement outlining the facts surrounding your grievance to present at the time of the meeting.

If you believe the situation has not been resolved, you should then make an appointment with your Human Resources representative within one week from the date of the meeting that took place in step two. If the matter cannot be resolved by your Human Resources representative, it will be referred to the VP of Human Resources who will convene a grievance committee to render a determination on the matter.

Upon receiving the determination of the Grievance Committee under step 3 should you still feel that the problem has not been resolved you may present an appeal in writing to the VP of Human Resources will refer the matter to the Senior Vice President of Human Resources who decision will be final.

#### **SEPARATION FROM EMPLOYMENT**

Employees who resign, retire, or are discharged for any reason must report to the Human Resources office and receive a Terminating Employee Clearance Form. When completed, this form is documentation that all Company property such as keys, identification cards and name tags, uniforms, library materials etc., have been returned to the appropriate departments. Return of Company property is mandatory, and failure to do so will be considered a breach of security and an intent to permanently deprive the Company of its property. All accrued vacation leave, terminal leave and any other authorized time will be payable within 30 days after termination of employment. Pension benefits, 401K accounts, final pay and leave will be discussed on a private, case by case basis with the Human Resources office.

**RECEIPT**

I acknowledge receipt of the Company Employee Handbook. I understand that it is my responsibility to become familiar with the contents of the handbook. I recognize that failure to abide by any of the policies or procedures could lead to disciplinary action up to and including termination of my employment.

I understand that nothing in this handbook is intended to create a contract between the Company and me. Except where contrary to the terms of an appointment or other written assignment. I acknowledge that employment at the Company is at-will and may be terminated by Company or employee at any time, with or without notice and with or without cause.

I understand that the Company may at its discretion, change or modify any regulations procedure, benefit or condition or employment and modify the provisions of this handbook. Modifications will be sent to me by memorandum or posted on employee bulletin boards.

If employed on other contract, I agree to abide by all conditions and policies of that employment, including but not limited to drug-free workplace.

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

