

# The ABC Company Employment Manual

---

**Note** This handbook contains general information and guidelines. It may require specific information regarding benefits or the application of a policy or procedure to you, please address your questions to your immediate supervisor. The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between The ABC Company and any of its employees. Your employment is for any specific time and may be terminated at will, with or without cause and without prior notice by the Company. You also have the right to resign for any reason at any time.

The ABC Company reserves the right to change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

A full template is available through Future Office to all client groups of The Rauser Agency. Please speak to your agent for help in setting up a Handbook for your firm.

# TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION.....</b>	<b>6</b>
1.1	Welcome .....	6
1.2	History .....	6
<b>2</b>	<b>EMPLOYEE DEFINITION AND STATUS.....</b>	<b>7</b>
2.1	Employment Classification.....	7
2.2	Probationary Period for New Employees.....	7
<b>3</b>	<b>EMPLOYMENT POLICIES .....</b>	<b>8</b>
3.1	Equal Employment Opportunity .....	8
3.2	Affirmative Action/Diversity .....	8
3.3	Americans with Disabilities Act .....	8
3.4	Immigration Law Compliance.....	8
3.5	Employee Background Check.....	9
3.6	Criminal Records.....	9
3.7	Anniversary Date.....	9
3.8	New Employee Orientation .....	9
3.9	Personnel Records Administration .....	9
3.10	Change of Personal Data.....	10
3.11	Safety .....	10
3.12	Building Security .....	10
3.13	Personal Property .....	10
3.14	Health-related Issues .....	10
3.15	Employee Requiring Medical Attention .....	10
3.16	Visitors in the Workplace .....	11
3.17	Employment of Relatives .....	11
3.18	Weather-related and Emergency-related Closings.....	11
<b>4</b>	<b>STANDARDS OF CONDUCT.....</b>	<b>12</b>

**SAMPLE**

4.1	General Guidelines .....	12
4.2	Attendance and Punctuality .....	12
4.3	Work Schedule.....	12
4.4	Absence and Lateness .....	12
4.5	Unscheduled Absence .....	12
4.6	Meal and Break Periods.....	12
4.7	Harassment Policy .....	13
4.8	Sexual Harassment Policy .....	13
4.9	Violence in the Workplace .....	13
4.10	Confidential Information and Nondisclosure .....	13
4.11	Ethical Standards.....	14
4.12	Dress Code .....	14
4.13	Use of Equipment .....	14
4.14	Use of Computer, Phone, and Mail.....	14
4.15	Use of Internet.....	14
4.16	Use of Computer Software.....	15
4.17	Smoking Policy.....	15
4.18	Alcohol and Tobacco Use.....	15
4.19	Gifts.....	15
4.20	Solicitations and Fundraising.....	16
4.21	Complaint Procedure .....	16
4.22	Corrective Procedure .....	16
4.23	Crisis Suspension .....	16
4.24	Transfer Policy .....	16
4.25	Outside Employment.....	17
4.26	Employment Termination/Resignation.....	17
4.27	Exit Interview.....	17

**SAMPLE**

4.28	Return of Company Property .....	17
<b>5</b>	<b>COMPENSATION POLICIES .....</b>	<b>18</b>
5.1	Base Compensation.....	18
5.2	Performance Bonuses .....	18
5.3	Employee Ownership.....	18
5.4	Timekeeping Procedures .....	18
5.5	Overtime Pay .....	18
5.6	Payroll and Paydays .....	18
5.7	Performance and Salary Reviews.....	19
5.8	Opportunities for Advancement—Progression and Promotion.....	19
<b>6</b>	<b>GROUP HEALTH AND RELATED BENEFITS.....</b>	<b>20</b>
6.1	Benefits Summaries and Eligibility.....	20
6.2	Health Insurance .....	20
6.3	Dental Insurance .....	20
6.4	Visual Care Insurance.....	20
6.5	Disability Insurance.....	21
6.6	Life, Accidental Death and Dismemberment Insurance.....	21
6.7	COBRA Continuation.....	21
6.8	Pre-tax Deductions for Expenses.....	21
6.9	Worker's Compensation.....	21
6.10	Unemployment Compensation.....	22
6.11	Social Security .....	22
6.12	Retirement Plans and Stock Options.....	22
6.13	Educational Assistance.....	22
6.14	Training and Professional Development.....	22
<b>7</b>	<b>TIME-OFF BENEFITS.....</b>	<b>23</b>
7.1	Holiday Policy.....	23

**SAMPLE**

7.2	Vacation Time .....	23
7.3	Sick Leave.....	23
7.4	Bereavement Leave .....	23
7.5	Jury Duty .....	24
7.6	Military Reserves or National Guard Leaves of Absence .....	24
7.7	Family/Medical Leaves of Absence .....	24
7.8	Extended Disability Leaves.....	24
7.9	Uniformed Services Employment and Reemployment .....	24
7.10	Personal Leaves of Absence .....	24
<b>8</b>	<b>ACKNOWLEDGMENT.....</b>	<b>25</b>

**SAMPLE**

## INTRODUCTION

This document has been developed by The ABC company in order to familiarize employees with ABC Company and provide information about working conditions, key policies, procedures, and benefits affecting employment.

### 1.1 Welcome

Welcome to The ABC Company! We are happy to have you as a new member of our family!

The mission of The ABC Company is: **(State mission here)**

### 1.2 History

(Give short history of the company).

---

2

**SAMPLE**

A full template is available through Future Office to all client groups of The Rauser Agency. Please speak to your agent for help in setting up a Handbook for your firm.