



(Insert Your Company Name and Logo Here)

Company Name
Employee Manual

Prepared By: xxxxxxxxx
Date of Publication: mm/dd/yyyy

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Employee Manual
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Revision History

Version	Date	Author(s)	Revision Notes
1.0		(Original author)	

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Welcome new employee!

On behalf of your colleagues, I welcome you to XYZ Company and wish you every success here.

We believe that each employee contributes directly to XYZ's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with XYZ.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

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Employee Acknowledgement Form

The employee handbook describes important information about XYZ Company and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook. I have entered into my employment relationship with XYZ voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or XYZ can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to XYZ's policy of employment-at will. All such changes will be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Human Resources Department of XYZ Company has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name (Types or Printed)

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101 Nature of Employment

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with XYZ Company.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor XYZ Company is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, XYZ Company reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the head of the Human Resources Department.

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102 Employee Relations

XYZ believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and within this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that XYZ Company amply demonstrates its commitment to employees by responding effectively to employee concerns.

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103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at XYZ will be based on merit, qualifications, and abilities. XYZ Company does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, XYZ Company has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without any fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

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104 Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Although XYZ Company has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, XYZ will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

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107 Immigration Law Compliance

XYZ Company is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with XYZ Company within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

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110 Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with XYZ Company. All employees will be judged by the same performance standards and will be subject to XYZ's scheduling demands, regardless of any outside work requirements.

Outside employment will present a conflict of interest only if it has an adverse impact on XYZ Company. If XYZ Company determines that an employee's outside work interferes with performance or the ability to meet the requirements of XYZ as they are modified from time to time, the employee can be asked to terminate the outside employment if he or she wishes to remain with XYZ Company.

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112 Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and success of XYZ Company. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Customer lists
- Customer preferences
- Financial information

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

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201 Employment Categories

It is the intent of XYZ to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will is retained by both the employee and XYZ.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by XYZ management.

In addition to the above categories, each employee will belong to one other employment category:

- **Regular Full-Time Introductory** employees are those that have been recently hired and are in the mandated introductory period. See the section on Introductory Period for more information. Employees that successfully complete the introductory period will have their status changed to one of the designations below.
- **Regular Full-Time** employees are those who are regularly scheduled to work XYZ's full-time schedule. Generally, they are eligible for XYZ's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **Regular Full-Time Hourly** employees are those who are regularly scheduled to work less than the full-time work schedule, but at least 24 hours per week. Regular Full-Time Hourly employees are eligible for some benefits sponsored by XYZ, subject to the terms, conditions, and limitations of each benefit package.
- **Part-Time** employees are those who are regularly scheduled to work less than 24 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of XYZ Company's other benefit programs.
- **Temporary** employees are those who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period of time does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of XYZ Company's other benefit programs.

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202 Access to Personnel Files

XYZ Company maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentations of performance appraisals and salary increases, and other employment records.

Personnel files are the property of XYZ Company, and access to the information they contain is restricted. Generally, only supervisors and management personnel of XYZ who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in XYZ's offices and in the presence of an individual appointed by XYZ to maintain the files.