

**ExampleCompany**

Employee Handbook

*June 2024*

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# Section 1 - Introduction

## Welcome Statement

On behalf of ExampleCompany, let us extend a warm and sincere welcome. We hope you will enjoy your work here and we are glad to have you with us. We understand that it is our employees who provide the services that our customers rely upon. We believe that each employee contributes directly to ExampleCompany’s growth and success.

We hope that your experience here will be challenging, enjoyable, and rewarding. We are excited to have you as part of our team!

**Mission Statement**  
  
Our company exists to create value for our customers by delivering a world-class product.

## Equal Employment Opportunity

ExampleCompany is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual’s race, creed, gender, sex, color, religion, national origin, age, disability, marital status, gender identity, sexual orientation, veteran status, hairstyles associated with protected characteristics, including but not limited to hair texture, braids, locks, twists, or knots, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruitment, hiring, placement, compensation, promotion, discipline, and termination.

ExampleCompany is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such an individual's disability. Consistent with this policy of non-discrimination, the company will evaluate requests for accommodation via the interactive process and will provide a reasonable accommodation to a qualified individual with a disability, as defined in the ADA, who has made the company aware of their disability, provided such accommodation does not constitute an undue hardship to the company. The company reserves the right to propose an alternative accommodation, so long as such accommodation is equally effective in accommodating the disability.

Any employee or job applicant who has questions regarding this policy, or believes they have been discriminated against should notify their manager or the Human *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## About this Handbook

This handbook was developed to describe the policies, programs, and benefits available to eligible employees. It is important to read, understand, and comply with all provisions of the handbook.

This handbook should not be construed as an employment agreement or contract and does not guarantee any contractual rights. It’s also important to remember that this handbook provides general guidelines and that other information, such as benefit plans, will be described in other documents.

This handbook states only general company guidelines. ExampleCompany may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment-at-will and to the degree that such variance is compliant with all applicable federal and state laws.

This handbook supersedes and replaces any and all personnel policies and manuals previously *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Employment-At-Will

Where applicable by law, employment with ExampleCompany may be terminated for any reason, with or without cause or notice, at any time, by you or the company. Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate employment-at-will unless otherwise dictated by state law. Only the President of the company shall have any authority to enter into an employment agreement with any employee providing for employment other than at-will and any such agreement must be in writing.

This policy of at-will employment is the sole and entire agreement between you and ExampleCompany as to the duration of employment and the circumstances under which your employment may be terminated.

With the exception of employment-at-will, the terms and conditions of employment with ExampleCompany may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision or term or condition of employment can be *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Open Door Policy

ExampleCompany has an open-door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Every employee is encouraged to speak with their immediate supervisor at any time with questions or problems relating to the job while employed. If you are unable to satisfactorily resolve your question or problem with your supervisor, or if you prefer not to approach your supervisor with your problem or question, you can request a meeting with a manager or with the *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

# Section 2 - Employment Policies

## Employee Categories

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees’ employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and ExampleCompany.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt 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 non-exempt classification may be changed only upon written notification by ExampleCompany management based on the Fair Labor Standards Act guidelines only.

In addition to the above categories, each employee will belong to one of the following employment categories:

* Regular Full-Time: These are employees who are not in temporary or probationary status and who are regularly scheduled to work the organization's full-time schedule (30 hours or more per week).
* Regular Part-Time: A part-time employee is an individual who is hired for an indefinite period, but who works less than a normal workweek. Employees, who work irregular hours, regularly scheduled hours every workday, or full workdays but less than 5 days per week. A common definition of part-time employment is scheduled work of 30 hours or less per week.
* Short-Term Employee: A “short-term employee” shall mean an individual whose employment is limited in duration and is hired for a specific short-term project, or on a short-term freelance, per diem, or temporary basis. Short-*[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Introductory Period

The first 90 days of employment is an introductory period. This is an opportunity for ExampleCompany to evaluate your performance and suitability for the role. It also is an opportunity for you to decide whether you are happy being employed at ExampleCompany. The company may extend the introductory period if it desires. If at the end of the introductory period, the relationship is satisfactory to the new employee and the supervisor, the employment relationship will continue. Successfully *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Performance Reviews

The company may periodically evaluate an employee’s performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The company uses performance reviews as a tool to determine pay increases, promotions, coaching, disciplinary action, and/or terminations. Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position, or pay does not alter the employee’s at-will relationship with the company.

Performance appraisals are conducted yearly. The performance review will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement, and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee’s personnel file.

In addition to these formal performance evaluations, the company encourages you and *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Whistleblower Policy

A whistleblower is an employee who, in good faith, reports to a qualified government agency or entity an activity, practice, or behavior of the company which the employee perceives to be illegal, dishonest, financially fraudulent, unsafe or unjustifiably hazardous, or in violation of a federal, state, or local law.

Retaliation against whistleblowers who engage in good-faith reporting is prohibited. Employees are protected from retaliation in the form of adverse employment actions, including but not limited to discipline, demotion, poor performance appraisal resulting from whistleblower activity, termination, reduction in compensation, etc., and all other forms of retaliation as a result of engaging in good faith reporting.

The whistleblower’s right to protection from retaliation does not extend to include immunity for substantiated personal wrongdoing as determined in a formal investigation. Any employee found to have intentionally filed a false report, or to have engaged in whistleblower activity in bad faith, may be subject to discipline, up *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

# Section 3 - Time Away from Work and Other Benefits

## Benefits Overview

This handbook contains descriptions of some of our current employee benefits. Many of the company’s benefit plans are described in more formal plan documents available from the Human Resources Manager. In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

The information presented here is intended to serve only as an overview. The details of specific benefit plans are available from the Human Resources Manager. Although *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

**Paid Holidays**  
  
ExampleCompany observes the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Easter, Juneteenth, Independence Day (4th of July), Labor Day, Thanksgiving Day, Christmas Day Holidays are observed on a paid basis for all eligible employees. Full-time employees are eligible for paid holiday *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

**Vacation Benefits**  
  
ExampleCompany provides, as a benefit, paid vacations for its eligible employees. Submit requests for time off at least two weeks in advance to a supervisor, who may approve or deny the request based on company resources. The company is flexible in approving time off when doing so would not interfere with company operations. Vacation days are granted only on a full-day or half-day basis.  
  
A regular employee is eligible to receive paid time off after 1 months of full-time service. Employees must earn and accrue vacation benefits before they may be used. Employees should consult the Human Resources Manager regarding the amount of vacation leave they accrue each pay period. Any remaining accrued time off *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

**Sick Leave**  
  
Situations may arise where an employee needs to take time off to address medical or other health concerns. The company requests that employees provide notification to their supervisor as soon as practicable when taking time off. Sick days are granted on a paid basis to regular employees and may be evaluated for leave *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

**Health Insurance**  
  
ExampleCompany makes group health benefits available to eligible full-time employees and their family members. Upon becoming eligible to participate in these plans, you will receive additional information about plan benefits and enrollment. If you have questions about our insurance programs, please contact the Human Resources Manager. COBRA Continuation of Health Benefits: Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health and dental coverage due to a reduction in work hours may temporarily continue group health and dental coverage for themselves, their spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period of eighteen (18) months from the qualifying date. For more information regarding COBRA *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Jury Duty

ExampleCompany understands that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law.

It is the policy of the company to comply with all federal and state rules and regulations regarding jury service.

Employees who are selected for jury duty must provide a copy of their jury summons to their supervisor. Employees released from jury duty are expected to return *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Military Leave

ExampleCompany is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company’s policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or another benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or company policy. If any employee believes that they have been subjected to discrimination in violation of company policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties may be eligible for unpaid military leave under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

Employees requesting leave for military duty should contact the Human Resources Manager *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Family Medical Leave Act Leave

The company offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances, if the employee works within a seventy-five (75) mile radius of fifty (50) or more company employees.

Under the federal FMLA, a person who has worked as an employee of this company for at least 1,250 hours in the previous twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year are available for the following reasons:

* The birth of a child and care for the newborn child;
* Placement of a child into adoptive or foster care with the employee;
* Care for a spouse, child, or parent who has a serious health condition; or
* Care for the employee’s own serious health condition.
* To care for a spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative) who is a “covered servicemember” and who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of member’s office, grade, rank or rating.

A military caregiver is eligible to take a total of 26 weeks of leave.

If the need for leave is foreseeable, employees should notify a supervisor 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the company as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or the employee’s family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee’s status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition may be asked to submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet may not be taken intermittently for the care of a newborn or newly adopted child, unless that care is for a serious illness. When leave is taken intermittently, the company may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Subject to certain conditions, the employee or the company may choose to use accrued paid leave (such as sick leave or vacation leave) concurrent with FMLA leave.

The company will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The company may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

If an employee would like the company to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly paid by the employee must continue to be paid by the employee during the leave time.

Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., sick leave or vacation leave) during the period of family and medical leave. Questions regarding particular benefits should be directed to the Human Resources Manager.

Upon returning from FMLA leave, an employee will be restored to their original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions as provided by the Family and Medical Leave Act.

Taking *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Workers’ Compensation

As required by law, the company provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses.

Workers' compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill as a result of their job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every injury or illness to a supervisor, regardless of severity. Where legally permissible, the company reserves the right to require medical intervention for injuries sustained in the course of duty. The company may determine the facility or provider by whom medical care is rendered. You may be asked to cooperate with Workers' Compensation investigations, documentation requests, fitness for duty protocol, return to work programs, and/or other procedures related to having sustained an injury during the course of duty. Cooperation with all necessary aspects of injury reporting and related Workers' Compensation activity is required.

Failure to adhere to the expectations herein may result in denial of Workers' Compensation and/or disciplinary action, up to and including termination.

Additional *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

# Section 4 - On the Job Practices and Policies

## Employment Records

In order to obtain employment, all employees provide the company with personal information such as their address and telephone number. This information is saved in the employee’s personnel records. Please inform the Human Resources Manager of any changes to personal employment information, including emergency contact. Changes to your address, marital status, etc. can affect your withholding tax and benefit coverage.

Upon written request, the company will permit employees to inspect their personnel records. Employees should contact the Human Resources Manager to schedule a time to view personnel records. Inspections will occur in the presence of a company official. If an employee disagrees with any portion of the personnel record and a correction cannot be agreed upon, the employee may submit an explanatory statement to be attached to the records. The company complies with all state *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Payroll

All employees of the company are paid weekly. The employer takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that they are paid promptly on the scheduled payday.

By law, the company is required to make deductions for Social Security, federal income tax, and any other appropriate taxes. These required deductions may also include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received. If you believe there is an error in your pay, bring the matter to the attention of the Payroll Manager *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Overtime

If you are classified as a non-exempt employee (see Employment Categories section), you will receive compensation for approved overtime work as follows:

1. You will be paid at straight time (i.e., your regular hourly rate of pay) for all regular hours worked in a workweek totaling a forty (40) hour week.

2. In the event that you work more than 40 hours per week, you will be paid one and one-half times (1 ½) your regular hourly rate of pay for all hours worked beyond the fortieth (40) hour in any given workweek.

Your supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. An effort will be made to provide you with advance *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Timekeeping

Employees must keep accurate records of time worked. Non-exempt employees will be paid for all hours worked, including fractional parts of an hour. All employees are expected to be at their workstations, ready to work at the beginning of their shift. It is up to the employee to report all time worked and to work within the scheduled and approved work hours.

Altering, falsifying, or tampering with time records, as well as recording time on another employee’s time record, may result in disciplinary action, up to and including termination of employment.

It is your responsibility to sign your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your supervisor, *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Working Schedule

It is the employee’s responsibility to accurately report time worked and to conform to work schedules and overtime policies in effect at the time. Work performed outside of authorized work hours may lead to disciplinary action unless approved by a supervisor in writing.

Employees will be provided with meal and rest periods as required by law. Your supervisor *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Nursing Parents Policy

ExampleCompany supports breastfeeding parents by accommodating those who wish to express breast milk during the workday while separated from a nursing child.

For up to one year after the child’s birth, any employee who is breastfeeding their child will be provided reasonable break times as needed to express breast milk. ExampleCompany will designate a private, non-bathroom space for this purpose as needed. If applicable, these breaks may run concurrent with scheduled or paid break times but are otherwise considered unpaid unless designated by state law. Where the Nursing Parents Policy and state-specific or municipality-specific mandates differ, the more generous of the two will apply.

Additionally, the company permits the storage of expressed breast milk on the property, either in a refrigerator or an employee-provided cooler, so long as the storage container is clearly labeled. Employees storing milk on the property assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Any questions regarding *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

**Direct Deposit**  
  
ExampleCompany encourages employees to have their pay directly deposited into their bank accounts via direct deposit. Employees will receive an itemized statement *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

**Company Vehicles Policy**  
  
All employees authorized to drive company-owned or leased vehicles or personal vehicles in conducting company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. A valid driver's license must be in your possession while operating a vehicle off or on company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times. Company-owned or leased vehicles may be used only as authorized by management. Employees who drive on company business must abide by all state or local laws prohibiting or limiting portable communication device use, including cell phones and tablets, and other devices while driving. Further, *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

# Section 5 - Standards of Conduct

## Non-Harassment Policy / Non-Discrimination Policy

ExampleCompany believes that each of us should be able to work in an environment free of discrimination and harassment. To this end, the company prohibits and will not tolerate discrimination or harassment. This policy applies equally to any form of discrimination or harassment based on any legally protected status under local, state and/or federal law, including but not limited to sex, race, color, religion, disability, pregnancy, national origin, age, sexual orientation, or gender identity.

Harassment is verbal or physical conduct designed to threaten, intimidate or coerce. It includes verbal taunting (including racial and ethnic slurs) which impairs an employee’s ability to perform their job. Harassment includes but is not limited to:

* Verbal conduct such as threats, epithets, derogatory comments, or slurs
* Visual conduct such as derogatory posters, photographs, cartoons, drawings, images, or gestures
* Physical conduct such as assault, unwanted touching, or blocking normal movement
* Verbal conduct such as threats, epithets, derogatory comments, or slurs
* Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures; physical conduct such as assault, unwanted touching, or blocking normal movement.

If you feel that you have been subjected to conduct that violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response, please *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Sexual Harassment

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests, or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Examples of sexual harassment can include, but are not limited to: asking for sexual favors in exchange for work benefits, the posting of sexually graphic materials, jokes, stories, comments, or innuendoes of a sexual nature, making sexual gestures or expressions, unwanted touching of a person’s clothing or hair, whistling or “catcalls”, staring at someone, or blocking or impeding a person’s path. It is the responsibility of the employee who is subjected to harassment or who witnesses a case of unlawful harassment to report such an incident directly to their supervisor or, if that is not appropriate, to the Human Resources Manager.

Reporting:

Any company employee who feels that they have been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of their supervisor or the Human Resources Manager. The company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

There will be no reprisal or retaliation against anyone who reports such an incident as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of a harassment complaint. No disciplinary action will be taken without a thorough investigation of the facts, which shall include gathering statements from all parties and witnesses involved.

Responsibilities:

Employees, contractors, and temporary workers are responsible for complying with this policy by reporting all instances of alleged harassment and cooperating in any investigation of the alleged harassment.

Supervisors and managers are responsible for implementing this policy in their departments, keeping the workplace free from any form of harassment, ensuring that all associates, contractors, and temporary workers understand this policy, taking harassment complaints seriously, and notifying Human Resources *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Workplace Violence

It is ExampleCompany’s policy that any threats, threatening language, or any other acts of aggression or violence made toward or by any company employee will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to warn their supervisors, security personnel, or human resources representatives of any suspicious behavior, situations, or incidents that they observe or are aware of that involve other employees, former employees, customers, suppliers, visitors, or other parties. These situations include, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or similar behavior. Employee reports made according to this policy will be held in confidence to the maximum possible extent. The company will not permit any form of retaliation against any employee for filing a report under this policy.

ExampleCompany will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. To maintain workplace safety and the integrity of its investigation, the company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that violates these guidelines will be subject to prompt disciplinary action up to and including *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Employee Conduct and Work Rules

ExampleCompany expects its employees to behave professionally and with integrity to ensure that the work environment is safe, comfortable, and productive. Employees should be respectful, courteous, and mindful of others’ feelings and need to maintain a positive work environment.

It is not possible to list all forms of unacceptable workplace behavior. Based on common sense and our company’s culture, honesty, and ethics, any policy violation, overt misconduct, or other issue deemed by management to warrant disciplinary action may result in such action, up to and including termination. Administration of disciplinary action and/or termination due to misconduct, policy violations, or unacceptable workplace behavior will occur at the sole discretion of management. Any questions about the conduct policy should be directed to Human Resources. Be reminded that ExampleCompany reserves the right to terminate an employee for any reason at any time.

This statement of prohibited conduct does not alter or limit the employment-at-will *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Use of Computer and Communication Systems

ExampleCompany retains the right to access all company property including computers, desks, file cabinets, storage facilities, equipment, vehicles, telephones, software, files, and folders, electronic or otherwise, at any time. Employees should maintain no expectation of privacy when on company grounds or while using company property. All documents, files, voice mails, and electronic information, including e-mails and other communications, created, received, or maintained on or through company property are the property of the company, not the employee.

Computer Systems are to be used strictly for company business and are not permitted off-grounds unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess. Employees are not permitted to download any “pirated” software, files, or programs and must receive permission from a supervisor before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use.

You agree and understand that, as an employee of the company, you are responsible for obeying all local, state, federal, and international laws regarding the use of our computers. Any attempt to break those laws through the use of the company's computers or networks may result in charges and fines being levied against you. In such an event, you agree and understand that the company will fully cooperate with authorities to provide any information necessary. The company’s e-mail and Internet access systems (which are provided for your use) are for business use only. As such, you agree and understand that the company may monitor email and Internet access systems at will, including the full content of any messages therein, without further disclosure to you. The following rules regarding the Computer Systems Policy are in no way an exhaustive list.

1. Do not share your user login credentials or passwords with anyone. No employee may attempt to access another employee’s computer systems or data without authorization.
2. Do not delete, examine, copy, or modify files and/or data belonging to other users without their consent.
3. Do not use company computers for other commercial purposes or personal profit.
4. Do not send harassing, obscene, sexually explicit, and/or other threatening emails. Use of company computers for immoral, illegal, or unethical purposes is prohibited and may result in immediate termination.
5. Files imported or transferred must be checked for viruses before being opened. All computers must have current virus-detection software installed by the IT Dept.
6. Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is prohibited.
7. Downloading and/or installing any program which has not been approved by the IT department or included with the computer when it was placed into service is prohibited.
8. Attempts at sending unsolicited junk mail, “for-profit” messages, or chain letters are prohibited.
9. Dissemination of proprietary or confidential company information via electronic means without appropriate authorization is prohibited. *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Punctuality and Attendance

Scheduled hours may vary depending on work location and job responsibilities. Supervisors will provide employees with their work schedules. Should an employee have any questions regarding their work schedule, the employee should contact the supervisor. The company does not tolerate absenteeism without an excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

Employees are expected to arrive on time and ready for work. An employee who arrives after their scheduled arrival time is considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited and may be subject to disciplinary action.

An employee who fails to report for their scheduled workday and has not notified their supervisor of their tardiness or absence within the first two hours of their scheduled shift will be considered a No Call No Show (NCNS). Two consecutive NCNSs are considered job abandonment and will be designated as a voluntary resignation of employment. In the case of job abandonment, the employee’s final date of employment for purposes of payroll and welfare benefits will be their last day worked.

We do recognize that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your supervisor as early as possible, but no later than the start of your workday. Asking another employee, friend, or relative to give this notice is improper and constitutes grounds for disciplinary action, unless unavoidable. Please call, stating the nature of your absence and its expected duration, every day that you are absent.

The company reserves the right to require reasonable proof of illness or temporary disability. Excessive absences or tardiness will result in disciplinary action up to and *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Personal and Company Owned Communication Devices

The purpose of this policy is to define standards, procedures, and restrictions for end-users who have legitimate business uses for connecting a personally-owned mobile device to the company’s corporate network. This mobile device policy applies, but is not limited, to all devices and accompanying media that fit the following classifications:

* Smartphones and tablets
* Portable media devices
* Portable gaming devices
* Laptop/notebook computers
* Any mobile device capable of storing corporate data and connecting to a network

The policy applies to any hardware and related software that is not corporately owned or supplied but could be used to access corporate resources. That is, devices that employees have purchased for personal use but also wish to use in the business environment. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within the company’s technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it could potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, loss of revenue, and damage to the company’s public image. Therefore, all users employing a mobile device connected to the company’s corporate network, and/or capable of backing up, storing, or otherwise accessing corporate data of any type, must adhere to company-defined processes for doing so. For approval and further information, contact your supervisor.

Company-Provided Portable Communication Devices (PCDs), including cell phones, tablets, and computers, should be used primarily for business purposes. Employees have no reasonable expectation of privacy regarding the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted by law, the right to monitor personal communications as necessary. Some employees may be authorized to use their PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the company's networks, and the PCD must be provided for inspection and review upon request. When sending a text message or using a PCD for business purposes, whether it is a company-provided or personal device, employees must comply with applicable company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Personal Visitors and Telephone Calls

Disruptions during working hours can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working hours, or during lunch or break time. For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas. Violations of this policy may *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Inspections

ExampleCompany wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, ExampleCompany prohibits the control, possession, transfer, sale, or use of such materials on its premises. The company may require employees while on company or client property, to agree to the inspection of their persons, personal possessions, and property, work areas including vehicles, desks, cabinets, workstations, packages, handbags, briefcases, and other personal possessions or places of concealment, as well as a personal email sent to the company or its clients. The cooperation of all employees is required to successfully administer this policy. Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the employer. Accordingly, any authorized agent or representative of the employer can inspect them, as well as any articles found *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Smoking

The company complies with the Clean Air Act and has made all of our office buildings designated non-smoking areas. Smoking is not allowed on ExampleCompany premises. This includes “vaping” or using e-cigarettes. Smoking is *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Confidential Company Information

The protection of confidential business information and trade secrets is vital to the interests and success of this organization. Such confidential information includes but is not limited to the following examples: customer lists and contact information, price lists, financial information, marketing strategies, and employee information. Anyone who discloses trade secrets or confidential business information will be subject to disciplinary action (including possible discharge), even if they do not benefit from the disclosed information. The absence of a confidentiality agreement does not absolve the employee from responsibility.

Dissemination of proprietary or confidential company information via electronic or other means without appropriate authorization is prohibited.

It is extremely important that all confidential information remains so, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the company may be subject to disciplinary *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## No Solicitation / No Distribution

ExampleCompany works hard to maintain a pleasant and cooperative relationship with employees in all matters. However, no business relationship can operate efficiently if there are frequent work interruptions. As such, employees may not solicit for any cause, or distribute literature of any kind (for themselves or another employee) for any purpose during working time.

Non-employees are not permitted to solicit employees or distribute materials for any *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Conflict of Interest and Business Ethics

All active employees must notify the company before they take outside employment so that the company will have reasonable notice to decide whether it sees, at that time, any conflict of interest. An employee may hold a job with another organization as long as they satisfactorily perform their job responsibilities with the company, including scheduling requirements, and that the position is approved in advance. Employees should consider the impact that outside employment may have on their health and physical endurance and safety. All employees will be judged by the same performance standards and will be subject to the employer's scheduling demands, regardless of any existing outside work requirements. The company retains the right to prohibit second jobs if it considers them to be a safety exposure.

The purpose of this policy is to ensure that the company's reputation is not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the company.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Employees can seek further clarification on issues related to the subject of acceptable standards of operation. Situations that would constitute a conflict in most cases include but are not limited to:

* Transactions with outside firms that are not conducted within a framework established or controlled by the executive level of the organization.
* Bribes, bonuses, fringe benefits, unusual price breaks, or excess volumes designed to benefit another company, an employee, a relative, or an acquaintance.
* Holding an interest in, or being employed by, any company that competes with ExampleCompany.

No "presumption of guilt" is created by the mere existence of a relationship with outside personnel. However, if an employee has any influence on transactions involving purchases, contracts, or leases, they must disclose to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Equipment and Property Including Intellectual Property

Employees are prohibited from any unauthorized use of the company's intellectual property, such as audio and video, print materials, and software.

Equipment essential in accomplishing job duties is often expensive and difficult to replace. Improper or unsafe use of equipment can result in disciplinary actions being taken, up to and including discharge. Employees are expected to follow safety standards and guidelines, as well as follow *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Health and Safety

ExampleCompany takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees and it is ultimately the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the company’s workplace safety policy. *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Hiring Relatives

It is well-accepted that the employment of relatives and personal friends in the same area of an organization can cause serious conflicts and problems. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions.

ExampleCompany’s policy is that relatives, friends, or individuals who live with, but are not legally related to, persons currently employed by the company may be hired only if they will not be working directly for or supervising a relative or personal friend, or will not be *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Business Expense Reimbursement

Employees may be reimbursed for reasonable, approved expenses incurred in the course of business. These expenses must be approved by your supervisor and may include air travel, hotels, motels, *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## References

ExampleCompany will respond to reference requests through Human Resources.

1. Verification of employment: HR handles the verification of employment requests. If contacted to verify employment, HR will provide your first and last days worked, and your eligibility for rehire. HR will not communicate any other information about your employment without your express written consent.
2. References: While HR does not provide references or letters of recommendation on behalf of the company, ExampleCompany endorses and will not interfere with an *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

**Recording Device Policy**  
  
Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, no employee may use a camera phone function on any phone on company property or while performing work. The use of recorders or other types of voice recording devices anywhere on company property, including to record conversations or activities of other employees or management, or while performing work *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

**Social Media Policy**  
  
Information published on any social networking site should not reveal any information designated by ExampleCompany as confidential and must not disclose any trade secret, such as client information or marketing efforts. This also applies to comments posted on other blogs, forums, and social networking sites. The company respects the right of any employee to maintain a blog, web page, or to participate in a social networking site. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

**Employee Dress Policy**  
  
Employees are expected to dress in a manner appropriate to their work environment and exercise good hygiene. Appropriate safety attire and dress are required at all times, including the proper personal protective equipment. When a situation arises regarding the appropriateness of attire, the manager or supervisor will be responsible to counsel the employee using their best judgment as to the determining factor. Employees dressed inappropriately or who exercise poor hygiene may be *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Travel and Expense Policy

ExampleCompany’s policy is to reimburse team members for reasonable expenses that occur during travel for business purposes.  Travel must be approved in advance by management and all expenses must be submitted for reimbursement within 30 days of the completion of travel.

Travelers Responsibility

It’s important to keep travel expenses reasonable and seek low-cost travel opportunities whenever possible.  Managers have the responsibility for reviewing and approving expenditures and withholding reimbursement if an inappropriate or extravagant expense is incurred.

Hotels

Overnight accommodations will be reimbursed at reasonable room rates.

Air Travel

It is important to choose airfare that is cost-effective and purchase tickets several weeks in advance to avoid additional costs for last-minute fares.  First-class fares require prior approval by management.

Vehicle Travel

A valid driver's license is required for all vehicle travel.  For personal and rental vehicles, appropriate insurance should be purchased and maintained.  Mileage for use of personal vehicles will be reimbursed.

Excluded Travel Expenses

Below are some examples of non-reimbursable expenses:

* Travel expenses not directly related to company business
* Airline *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Remote Work Policy

ExampleCompany is committed to enabling remote work when possible, appropriate, and aligned with business needs.  The purpose of this policy is to help enable productive remote work and establish guidelines and expectations.

Scheduling and Expectations

In order to stay aligned with team members, it is important to be available during normal work hours.  This includes the need for timely communication and being available throughout the workday.  The total number of hours that employees with remote work agreements are expected to work does not change, regardless of work location.

Working remotely is not intended to serve as a substitute for child or adult care. If children or adults in need of primary care are in the same work location during employees’ work hours, another person must be present to provide the care.  If an employee’s schedule needs to be modified to assist with child or adult care responsibilities, they should discuss this with their manager.

Expectations

All work rules and policies apply to work performed remotely.  Employees must agree to comply with ExampleCompany’s rules, policies, practices, and instructions and understand that violation of such may result in disciplinary action, up to and including termination. Employees who work remotely are subject to the same policies as other employees, including policies relating to information security and data protection.

Liability

ExampleCompany assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed-upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The company also assumes no liability for damages to employees’ real or personal property resulting from working remotely. Workers' compensation coverage is limited to designated work areas in employees' homes. Employees agree to practice the same safety habits they would use in a central workplace and maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.

Company Information

Employees must safeguard company information used or accessed while working remotely.  Employees working remotely must agree to follow company-approved security procedures in order to ensure the confidentiality and security of data.

Timekeeping

Employees who are working remotely and are not exempt from the requirements of the Fair Labor Standards Act *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Virtual Meetings Policy

The purpose of this policy is to help set consistent expectations for virtual meetings with the goal of keeping meetings productive and creative.

General Guidelines and Expectations

* It is important to be on time for meetings
* Although sometimes disruptions occur, working in a quiet, distraction-free environment is important
* All company policies and procedures apply during virtual meetings
* It is a good practice to mute yourself when you’re not speaking
* Turn off alerts and *[…Included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

# Section 6 - Acknowledgements

## General Handbook Acknowledgment

This employee handbook is *[…Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

Employee's Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

## Receipt of Non-Harassment Policy

ExampleCompany prohibits intentional and unintentional harassment of any individual by another *[…Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*  
Employee's Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

## Receipt of Sexual Harassment Policy

ExampleCompany prohibits harassment of any employee by any Supervisor, employee, customer, or vendor on the basis of sex or gender. The purpose of this policy is to ensure that, at the company, all employees are free from sexual harassment. While it is *[…Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

Employee's Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

# State and Local Policies

**Oregon Policies**

## Oregon - Paid Sick Leave

The company provides paid sick leave to all eligible employees in accordance with ORS 653.601-653.611.

Eligibility

An eligible "employee" is an individual who renders personal services at a fixed rate to an employer. This does not include employees who receive paid sick time under federal law, independent contractors, a participant in a work training program administered under a state or federal assistance program, a participant in a work-study program, railroad workers exempt under the federal Railroad Unemployment Insurance Act, and individuals employed by that individual’s parent, spouse, or child. Paid sick leave applies to companies with 10 or more employees (6 or more if the company has a location in Portland). For companies with fewer than 10 employees, sick leave is protected but unpaid.

Reasons for Leave

Sick leave may be taken for the employee:

* To care for yourself or your family member with a mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or need for preventive medical care
* To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability, completed within 12 months after birth or placement of the child
* To recover from or seek treatment for a health condition that renders you unable to perform at least one of the essential functions of your regular position
* Absences associated with the death of a family member by:
  + Attending the funeral or alternative to a funeral of the family member
  + Making arrangements necessitated by the death of the family member
  + Grieving the death of a family member
* Absences related to domestic violence, harassment, sexual assault or stalking
  + To seek legal or law enforcement assistance or remedies to ensure the health and safety of yourself or your minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking
  + To seek medical treatment for or to recover from injuries caused by domestic violence, sexual assault, harassment, or stalking that you or your minor child or dependent experienced
  + To obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, or stalking
  + To obtain services from a victim services provider for yourself or your minor child or dependent
  + To relocate or take steps to secure an existing home to ensure your health and safety or that of your minor child or dependent;
* In the event of a public health emergency, including but not limited to:
  + Closure of your place of business, or the school or place of care of your child, by order of a public official due to a public health emergency
  + A determination by a lawful public health authority or a health care provider that your presence or your family member in the community would jeopardize the health of others
  + Your exclusion from the workplace under any law or rule that requires your employer to exclude you from the workplace for health reasons
  + To donate accrued sick time to another employee if the other employee uses the donated sick time for an authorized purpose and your employer has a policy that allows you to donate sick time to a coworker.

Covered family members include your spouse, same-gender domestic partner, biological child, adopted child, stepchild, foster child, same-gender domestic partner’s child, parent, adoptive parent, stepparent, foster parent, parent-in-law, same-gender domestic partner’s parent, grandparent, grandchild, and any individual with whom an employee has or had an in loco parentis\* relationship.

\*“In loco parentis” means in the place of a parent - that is, people with day-to-day responsibilities to care for or financially support a child, or who had such responsibility for the employee when the employee was a child.

Amount of Leave and Usage

Eligible employees are provided with 40 hours of paid sick leave at the beginning of each leave year. For this policy, the leave year is based on each employee’s work anniversary.

You begin accruing leave on the first day of your employment. You may begin using your *[…Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Oregon Family Leave Act (“OFLA”)

This policy provides employees with information concerning Paid Family Leave entitlements and obligations employees may have during such leaves.

The terms and provisions outlined in this policy shall be construed in accordance with the OFLA and applicable regulations.

To request OFLA leave or to ask a question regarding OFLA eligibility, employees should contact a human resources representative.

OFLA Eligibility:

Under OFLA, you are eligible for leave if you:

* To be eligible to take this time off, you must have worked an average of at least 25 hours per week for six months (180 days) beforehand for an employer with at least 25 employees. Termination, layoff, or removal from the schedule of up to 180 days is not counted against you in determining your eligibility. Also, during a public health emergency, you may become eligible after 30 days if you work at least 25 hours a week in the 30 days before taking leave.

OFLA Qualifying Circumstances:

Under the OFLA, you may take leave for the following reasons:

* Parental leave is leave taken for the birth of the employee’s child, to care for the employee's newborn, newly adopted, or newly placed foster child under 18 years of age, or for a newly adopted or newly placed foster child 18 years of age or older who is incapable of self-care because of physical or mental impairment. It includes leave time to effectuate the legal process required for the placement of a foster child or the adoption of a child.
* Serious health condition leave is leave taken:
  + To provide care for a family member with a serious health condition as defined in OAR 839-009-0210(20); or
  + To recover from or seek treatment for a serious health condition that renders an employee unable to perform at least one essential function of the employee's regular position.
* Pregnancy disability leave is leave taken by a female employee for a disability related to pregnancy or childbirth, occurring before, during, or after the birth of the child, or for prenatal care. Pregnancy disability leave is a form of serious health condition leave.
* Sick child leave is leave taken to care for an employee's child suffering from an illness, injury, or condition that requires home care but is not a serious health condition.
* Sick child leave includes absence to care for an employee's child whose school or child care provider has been closed in conjunction with a statewide public health emergency declared by a public health official.
* An employer is not required to grant leave for routine medical or dental appointments.
* Leave to deal with the death of a family member is leave taken to attend the funeral or alternative to the funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.

Family members include:

* Spouse
* Domestic partner (including same and different-gender couples; legal registration not required)
* Child/stepchild and anyone for whom you have legal custody
* Parent/stepparent
* Parent-in-law
* Grandparent
* Grandchild
* Sibling

Important information about Paid Family Leave for family care:

If you are serving in the role of a parent for a child (‘in loco parentis’), you may be eligible to take Paid Family Leave for that child. You are 'in loco parentis' when you are fully responsible for the child's day-to-day care and financial support even if you are not legally or biologically related to the child, Similarly, if someone stood ‘in loco parentis’ to you when you were a child, you may be able to take leave to care for them. Your insurer may ask for a simple statement of the parental relationship or for other reasonable documentation to demonstrate how you stand in loco parentis to the child or how the person in need of care stood in loco parentis to you when you were a child.

A domestic partner refers to a person who is at least 18 years old and is dependent on the employee for support and who is not related by blood to the employee in a way that would bar marriage in NYS. Dependence can be shown by a variety of factors; some examples include common ownership of property, common householding, children in common, signs of intent to marry, shared budgeting, and the length of the personal relationship with the employee.

The Paid Family Leave definition of serious health condition may include mental health conditions.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

* Inpatient care in a hospital, hospice, or residential health care facility; or
* Continuing treatment or continuing supervision by a health care provider.

OFLA Amount of Leave Available

Under the OFLA, you may take up to 12 weeks of Paid Family Leave

Pay during OFLA Leave Under the OFLA:

You may choose to use paid vacation, sick, or personal day leave if your OFLA leave otherwise meets the requirements of the applicable paid leave.

The OFLA and *[…Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Oregon - Final Paycheck

Employees who are fired, discharged, terminated, or permanently laid off

When an employee is discharged or leaves employment in accordance with a mutual agreement with the employer, including a layoff with no reasonable expectation of return, the employer must pay the employee all wages due no later than the end of the first business day after the date of the separation from employment.

Employees who quit or resign

If an employee quits or resigns from employment and gives the employer at least 48 hours notice of the intention to quit, not including Saturdays, Sundays, and holidays, the employer must pay the employee on the last day of the employee’s employment. If an employee quits or resigns employment without giving his or her employer prior notice, the employer must pay the employee within five (5) days, excluding Saturdays, Sundays, or holidays, or by the next regularly scheduled payday, whichever occurs first. If an employee quits but is regularly required to submit time records to the employer to enable the employer to determine the wages due to the employee, the employer must pay the employee an estimate of all wages due within five (5) days after the employee has quit. The employer must pay any wages still owing within five (5) days after the employee has submitted the time records.

When an employee employed pursuant to an unexpired contract that provides for a definite period of work, quits with or without notice, an employer must pay all wages due by the next regularly scheduled payday.

An employee may request his or her final wages to be sent to him or her by mail.

A collective bargaining agreement can provide for different payment requirements when an employee’s employment ends.

Employees who are suspended or resign due to a labor dispute (strike)

When an employee leaves employment to participate in a strike, the employer must pay the *[…Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Oregon - Jury Duty

Employees will be allowed to take leave without pay for time spent responding to a summons for jury duty. The company will not require an employee to use vacation, sick, or annual leave for time spent responding to a summons for jury duty. However, these jury duty protections do not alter or affect an employer’s policies or agreements with employees concerning employees’ wages during times when an employee serves or is scheduled to serve as a juror.

Employers cannot take adverse action against an employee for taking jury leave. Employers are not *[…Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Paid Leave Oregon

The company offers paid leave consistent with the regulations and entitlements of Oregon’s Paid Leave benefit. Under Paid Leave Oregon, an employee may be eligible for paid family and medical leave of absence under certain circumstances.

Employees who work part-time, full-time, or seasonally in the state of Oregon, and who have earned at least $1,000 from an Oregon employer in the year before applying for benefits, who demonstrate a qualifying need, are eligible for up to fourteen weeks of paid leave, to be taken in increments as needed for the circumstances of the qualifying leave, in a 52 week period under Oregon’s Paid Leave entitlement.

Qualifying needs include:

* Caring for members of your family, which includes birth, adoption, or foster placement of a child, providing care to a family member with a serious health condition, wherein “family member” includes a spouse, domestic partner, child, parent, sibling, grandparent, or grandchild, whether foster, step, adopted, biological, or related by spouse or domestic partner, or any other person to whom a connection like family exists, or providing care for your child (foster, step, adopted, biological, or by relationship to spouse or domestic partner) if your child is a victim of sexual assault, domestic violence, harassment, or stalking,
* Caring for your own serious health condition, or providing self-care if you are a victim of sexual assault, domestic violence, harassment, or stalking.

Eligible employees who have worked for their Oregon employer for a minimum of 90 days prior to requesting leave under Paid Leave Oregon are entitled to job protection and reinstatement into the same or a similar position upon return from leave and are protected from discipline, termination, or retaliation for requesting or exercising their leave benefits under Paid Leave Oregon. Leave benefits under Paid Leave Oregon will run concurrently with FMLA and/or any other state-sponsored or federal leave benefit where applicable. The company reserves the right to require that *[…Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Oregon - Victim Leave

The company will provide leave to an employee who is a crime victim, a victim of domestic violence, sexual assault, bias, or stalking, or who has a minor child or dependent who is a victim of these crimes. The company reserves the right to limit the amount of leave an eligible employee takes to attend a criminal proceeding if the employee’s leave creates an undue hardship to the business. This policy applies to companies with 6 or more employees.

To be eligible for the Crime Victim Leave an employee:

* Is a crime victim. Crime victim means a person who has suffered financial, social, psychological, or physical harm as a result of a “person felony,” as defined in the rules of the Oregon Criminal Justice Commission, and includes a member of the immediate family of the person. Immediate family means spouse, domestic partner, father, mother, sibling, child, stepchild, and grandparent.
* Has worked an average of more than 25 hours per week for a covered employer for at least 180 days immediately before the date the employee takes leave; and

An eligible employee must give reasonable advance notice of the employee’s intention to take crime victim leave unless giving the advance notice is not feasible.

The company may require the eligible employee to provide certification that both:

* The employee or the employee’s minor child or dependent is a victim of domestic violence, harassment, sexual assault, bias, or stalking; and
* The leave taken is for one of the purposes identified by the crime victim leave law.

Eligible employees must provide the certification within a reasonable time after receiving the covered employer’s request for the certification. Sufficient certification may include:

* A copy of a police report indicating that the eligible employee or the employee’s minor child or dependent was a victim of domestic violence, harassment, sexual assault, bias, or stalking.
* A copy of a protective order or other evidence from a court or attorney that the eligible employee appeared in or was preparing for a civil or criminal proceeding related to domestic violence, harassment, sexual assault, bias, or stalking.

Documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy, or victim services provider that the eligible employee or the employee’s minor child or dependent was undergoing treatment or counseling, obtaining services, or […*Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Oregon - Meal and Rest Periods

Meal Periods

Oregon law requires that, for work periods of at least six hours, employers provide their employees with a meal period that is at least 30 minutes of uninterrupted time in which the employee is relieved of all duties.

To the extent that this does not create an undue hardship for the company on the operation of the business, the company may not be required to provide 30-minute uninterrupted meal periods. Oregon law requires that employers must still provide you with adequate time to rest, consume a meal, and use the restroom without any deduction from pay.

Rest Periods

In addition to meal periods, the company will provide rest periods. An employer is required to provide an employee a paid rest period of at least ten minutes (at least 15 minutes for minor employees under the age of 18) for every segment of two to four hours worked in one work period. “Work period” means the period between the time the employee begins work and the time the employee ends work, including rest periods and paid meal periods. As the nature of the work allows, the rest period is to be taken approximately in the middle of each segment of two to four hours worked. For example, an employer must provide an adult employee whose work period is eight hours, with two ten-minute rest periods. A rest period is in addition to and taken separately from the *[…Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Oregon - Lactation Accommodations

The company will provide a reasonable amount of break time to accommodate an

employee desiring to express breast milk for the employee's child who is 18 months of age or younger. The company will provide a reasonable rest period to express milk each time the employee has a need to do so. The employee shall if feasible, take the rest periods to express milk at the same time as the rest periods or meal periods that are otherwise provided to the employee. Companies with 10 or fewer employees are not required to provide rest periods under this section if doing so would impose an undue hardship on the operation of the employer’s business.

The company will make reasonable efforts to provide a location, other than a public restroom or toilet stall, in close proximity to the employee’s work area for the employee to express milk in private.

The location may include, but is not limited to:

* The employee’s work area if the work area meets the requirements of paragraph (a) of this subsection;

A room connected to a public restroom, such as a lounge, if the room allows the *[…Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Oregon - Record-Keeping Requirements

The company will retain an employee's personnel records for at least 60 days after termination. Time records will be retained for two years, and payroll records for three years. The statute of limitation for a wage or contract claim is six years.

Records will be produced within 45 days of the employee’s request. Copies of the records may be provided rather than allowing the inspection of originals, however, you will be provided a reasonable opportunity to inspect records at your place of employment or place of work assignment if you request it. The company *[…Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Oregon – Hazardous Condition Reporting

Employees who observe or are aware of a workplace hazard are encouraged to report such hazards to their supervisor or a member of the Human Resources department.

The company prohibits all forms of retaliation against any employee who, in good faith, reports a hazardous work condition or refuses to work in hazardous conditions.

If necessary, an employee may report a hazardous work condition to osha.oregon.gov. Any employee who believes they have been subject to retaliation for reporting or refusing to work in a hazardous *[…Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*

## Oregon - Bone Marrow Donation Leave

Eligible employees who undergo a medical procedure to donate bone marrow will be provided with time off. Eligible employees are those who work an average of 20 or more hours per week. The leave can extend up to the amount of the employee's accrued paid leave or 40 work hours, whichever is less unless the company agrees otherwise. Employees may use their accrued paid leave for this purpose.

The company may require verification by a physician or naturopathic physician of the purpose and length of each leave requested by the employee to donate bone marrow. If there is a medical determination that the *[…Your state’s policies are included with your handbook. Generate your own Word Doc* [*here*](https://www.handbooks.io/new/) *]*