

**Coach Company, LLC**

Employee Handbook *October 2024*



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# Introduction

## Welcome

On behalf of Coach Company (or “the company"), 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 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

## 

## Mission Statement

Our mission is to empower businesses and individuals by providing innovative, reliable, and tailored professional services that drive growth and success. We are committed to delivering exceptional value through expert insights, collaborative problem-solving, and a relentless dedication to quality.

## Coach Company Goals

* **Deliver exceptional client satisfaction:** Continuously exceed client expectations by offering top-tier services, personalized support, and solutions that drive tangible results.
* **Foster a culture of innovation and growth:** Encourage creativity, embrace new technologies, and invest in professional development to ensure our services remain cutting-edge and competitive.
* **Build long-lasting partnerships:** Establish and maintain strong relationships with clients, stakeholders, and industry leaders, rooted in trust, transparency, and mutual success.

## 

## Equal Employment Opportunity

Coach Company is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual’s race (including Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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## About This Handbook

This handbook was developed to provide information about the company’s policies, practices, programs, and benefits. This handbook applies to all employees. It is important Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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## Employment-At-Will

Employment with Coach Company is at-will. This means that either you or the company may terminate your employment at any time, for any reason, with or without cause, and with or without notice. Nothing in this employee handbook or in any oral or written Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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## Open Door Policy

Coach Company values each employee and strives to provide a positive work experience. In any organization, however, disagreements among employees or between managers and Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

## Anti-Retaliation Policy

The company prohibits retaliation against any individual who in good faith reports harassment, discrimination, or a suspected violation of company policy or applicable law. Anyone who engages in retaliation will be subject to disciplinary action, up to and including Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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# 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. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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

* Regular Full-Time: These are employees Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
* Regular Part-Time: These are employees who are not Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
* Temporary Employee: A “temporary employee” whose employment is Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

## Introductory Period

The introductory employment period will begin on the first day of employment and end after 90 continuous days (including non-working Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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## 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 may need improvement. The company uses Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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# 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 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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## Time Away from Work

Paid Time Off (PTO)

Eligible full-time employees are entitled to accrue paid time off (PTO) to use for vacation time, sick time, or other personal reasons. All regular full-time employees are entitled to accrue PTO from their date of hire at the rate of 5 days per year. Employee’s PTO time increases each year by 3 additional days with each additional year of service, up to a maximum of 11 days per year. Time off will be paid at the rate of the employee’s base wage and is not inclusive of bonuses or incentives. Part-time and temporary employees are not eligible for PTO.

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## Jury Duty

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## Voting Leave

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## Military Leave

Employees taking part in a variety of military duties may be eligible for Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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## Family Medical Leave Act (FMLA)

If an employee must be away from work because of a serious health condition of their own or a qualified family member, they may be eligible for job-protected leave under the Family and Medical Leave Act (FMLA) Under FMLA, an employee who Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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# On the Job Practices and Policies

## Employment Records

In order to obtain employment, all employees are required to provide the company with personal information such as their legal Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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## Payroll

All employees of the company are paid every two weeks. The company takes care to ensure that employees receive the correct amount of pay in each paycheck and that they are paid promptly on the Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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## Direct Deposit

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## Overtime

Non-exempt employees may be required to work beyond their regularly scheduled workday at the request of their manager. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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## Timekeeping

Non-exempt 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 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Altering, falsifying, or tampering with time recLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

It is your responsibility to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your manager, who will attempt to correct legitimate errors.

The company prohibits all non-exempt Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

## Punctuality and Attendance

Scheduled hours may vary depending on work location, job responsibilities, exempt/non-exempt status, and full-time/part-time status. Managers will provide employees with their work schedules. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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 situationsLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

An employee who fails to report for their scheduled workday and has not notified their manager 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 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

We do recognize that there are times when absences and tardiness cannot be avoided. In such cases, you Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

## Meal and Rest Breaks

Employees will be provided with meal and rest periods as required by law. Your manager or Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

## Lactation Accommodation Policy

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

For up to one year after Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Additionally, the company permits the storage of expressed breast milk at the workplace, either in Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

## Client Confidentiality and Data Protection Policy

The purpose of this policy is to protect client confidentiality and ensure the secure handling of sensitive client data at the company.All employees must adhere to company confidentiality standards to protect client information, confidentiality, and data.

Confidentiality of Client Information:

* Protected Information: All client Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
* Access Control: Access to client information is restricted to authorized personnel who Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
* Non-Disclosure Agreements: Employees are required to sign non-disclosure agreements (NDAs) as a condition Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Data Protection

* Physical Security: Client information stored in physical form (e.g., paper documents) Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur..
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Violations

Violations of this policy may result in Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

## Client Engagement and Communication Policy

Consistent, professional, and effective communication is required when engaging with clients at the company. Employees are expected to maintain clear, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Communications

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* Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
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* Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

# Standards of Conduct

## Non-Harassment Policy / Non-Discrimination Policy

Coach Company believes that each of us should be able to work in an environment free of discrimination and harassment. We also want to provide a safe, non-intimidating, and productive work environment. To this end, the company prohibits and will not tolerate discrimination or harassment of any kind. This policy Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

The company prohibits harassment or discriminatory behavior that is offensive, abusive, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

This policy applies to all employees and also applies to all interactions with independent contractors, temporary employees, and Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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## Sexual Harassment

“Sexual Harassment” includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Examples of sexual harassment can include, but are not limited to asking for sexual Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. harassment to report such an incident directly to their manager or, if that is not possible or 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 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Responsibilities:

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## Workplace Violence Prevention

It is Coach Company’s policy that any threats, threatening language, or any acts of aggression or violence made toward or by any company employee will not be Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Employees have a duty to immediately notify their managers, security or workplace personnel, human resources, orLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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## Drug-Free Workplace and Testing Policy

Coach Company employees are responsible for helping maintain a safe and healthy work environment. Employees abusing Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Employee Assistance

The company will assist employees who wish to seek treatment Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Drug and Alcohol Possession

* Employees have a responsibility to report to work without impairment. Working while Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
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* Employees who are using prescription or over-the-counter Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
* Prescribed medications Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
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Testing

* Pre-Employment: All prospective employees Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
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* For-Cause Testing: Employees may Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
* Post-Accident Testing: Employees Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

## Professional Conduct and Ethics Policy

This policy outlines the standards of behavior expected from all employees, contractors, and agents. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Professional Conduct Standards

* Employees are expected to act with Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
* Employees may not engageLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
* Professionalism must Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
* Employees must avoid any actions that could Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
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* Unethical behavioLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Violations

Violations of this policy may result in disciplinary action, including additional training, reassignment, or termination of employment.

## 

## Employee Conduct and Work Rules

Coach Company expects its employees to behave professionally and with integrity to ensure that the work environment is safe, comfortable, and productive. Employees should Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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* Dishonesty or falsification of company records;
* Possession or control of Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore ;
* Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut
* Insubordination, failure to perform Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut
* Unauthorized or careless use of Lorem ipsum dolor sit amet,
* Unauthorized and/or excessive Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad;

Engaging in any conduct the company deems inappropriate may result in disciplinary action, up to and including immediate termination.

## Company Computers and Communication Systems

Coach Company retains the right to access all company property including computers, desks, file cabinets, storageLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

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The company requires you to follow its rules. These rules are in no way an exhaustive list:

* Do not share your user login credentials Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis
* Do not delete, examine, copy, or modify Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis
* Do not use company resources or Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut
* Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim
* Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

We ask that you use your best efforts to physically secure company equipment against loss, theft, or use by persons who have not been authorized to Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

## Employee-Owned Communication Devices

The purpose of this policy is to define standards, procedures, and restrictions for employees who have legitimate business reasons for connecting a personally-Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

The policy applies to any hardware and related software that is employee-owned or supplied andLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim all employees using a personal device that is connected to the company’s network and/or capable of backing up, storing, or otherwise accessing corporate data of any type, must use and secure their device in such a way as to protect the company’s assets.

All materials, data, communications, and information created on, transmitted to, received or printed from, or stored or recorded on an employee-owned device, for Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim stored by, recorded by, printed from, transmitted to, or received by employees on such personal electronic device(s).

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## Personal Visitors and Phone Usage

Disruptions during working hours can lead to errors and delays. Therefore, we ask that Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

## Workplace Searches

The company prioritizes the safety, protection, and well-being of employees and its business interests. The company reserves the right to search all company property, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

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## Smoking

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## Confidential Company Information

The protection of the company’s confidential business information and trade secrets is vital to Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

It is 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), Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

In the event of inadvertent disclosure of confidential information, employees must immediately inform their manager. ALorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

## No Solicitation / No Distribution

Coach Company works hard to build a cooperative culture. As such, employees may not Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

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## Conflict of Interest Policy

Employees are expected to act in the best interests of the company and its clients by identifying and managing potential conflicts of Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

Disclosure and Documentation

* Employees must disclose any Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim
* When a potential conflict of interest is identified, the employee must report it to their Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim
* Employees must avoid any actions that could create the appearance of a conflict of interest. This includes accepting gifts, favors, or other benefits from clients or vendors that Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim
* Employees should maintain records of disclosed conflicts and actions taken to mitigate them. This Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

Failure to disclose or manage conflicts of interest could Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

## Company Property

Employees are prohibited from any unauthorized use of the company's property, including equipment, materials, or other items (“company property”).

Improper use of company property can result in disciplinary action, up to and including termination oLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

## Health and Safety

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In the event of a work accident or injury, employees must notify their manager immediately. Report every injury, regardless of how minor, to your manager immediately. Physical discomfort caused by repetitive tasks must also be reported.

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## Physical Security

The safety and security of our staff and clients is every employee’s responsibility. Safety issues should be reported immediately. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

## Hiring Relatives and Significant Others

Coach Company’s policy is that close relatives or individuals who live with but are not legally related to, cLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

## Business Expense Reimbursement

Employees may be reimbursed for reasonable, pre-approved expenses incurred in the course of business. These expenses must be approved by your manager in advance. Contact yLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

## Travel and Business Expense Policy

Coach Company’s policy is to reimburse team members for reasonable expenses that occur during travel for business purposes. Travel must be approved in advance by your Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

It’s important to keep travel expenses reasonable and seek low-cost travel opportunities whenever possible. Managers have the resLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

Overnight accommodations will be reimbursed at reasonable room rates. It is also important to choose cost-effective airfare and to puLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

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.

Certain expenses will not be reimbursed, including:

* Travel expenses not Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim
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* First-class flights and upgrades, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim
* Clothing for business travel
* Activities not related to company business
* Expenses Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim not)
* Travel expenses for family members
* Unreasonably expensive meals or excessive alcohol
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## References

Coach Company will respond to reference requests through the Human Resources Manager.

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* References: While Human Resources Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

## Recording Device Policy

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, no Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

## Social Media Policy

You are free to create and establish your own social media presence as a Pilates instructor. If you choose to show CoaLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

Information published on any social networking site should not reveal any confidential information and must not disclose any trade secret, such as client information or marketing efforts. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim   
  
Employees should not post content about the company, management, co-workers, or customers that is discriminatory, libelous, or threatening or a violation of the company's policies against Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

## Employee Dress Policy

Employees are expected to dress in a manner appropriate to their work environment and exercise good hygiene. When a Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

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# Acknowledgments

## General Handbook Acknowledgment

This employee handbook is intended to provide guidelines and general descriptions only. Individual circumstances may call for individual attention. Because the company's Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

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Employee's Printed Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# State and Local Policies

## New York Policies

**New York - Paid Sick Leave**

The company provides paid sick leave to all eligible employees in accordance with the New York Paid Sick Leave Law.

There may be additional Sick Leave policies for employees living and working in New York City limits or Westchester County.

Eligibility

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Companies with fewer than 5 employees and an annual net income of $1 million or less are required to offer up to 40 hours of unpaid leave annually.

Companies with fewer than 5 employees and an annual net income of over $1 million and companies with between 5-99 employees are required to offer up to 40 hours of paid leave annually.

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Reasons for Leave

Sick leave may be taken for multiple reasons, including:

* For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave.
* For the diagnosis, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim
* For an absence from work when the Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ; to file a complaint or domestic incident report with law enforcement; to meet with a district attorney’s office; to enroll children in a new school; or to take any other actions necessary to ensure the health or safety of the employee or the employee’s family members or to protect those who associate or work with the employee.

Amount of Leave and Usage

Eligible employees are provided with between Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim (see eligibility above). 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 leave immediately.

You may only use up to between Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim shall carry forward any unused sick leave to the next year, up to between 40-56 hours (see eligibility above).

Notice

* If an employee's need for Paid Sick Leave is reasonably foreseeable, the company may require up to seven days' notice before the leave is taken.
* If the need for Paid Sick Leave is not reasonably foreseeable, the company may require a Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim
* For purposes of this subsection, needs that are "reasonably foreseeable" include, but are not limited to, prescheduled appointments with health care Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

Documentation and Confidentiality

The company may request documentation verifying the appropriate use of leave. The company will treat the employee's information about the employee's or a family member's health condition or domestic abuse, sexual assault, or harassment case as Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

Payment Upon Termination

Employees will not be paid for any unused sick leave when employment ends.

Reinstatement of Sick Leave Upon Rehire

* If an employee has an unpaid leave balance, and returns within one year, the leave Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim If an employee has been separated for one year or longer, the leave balance will expire and the employee will be considered a “new hire” with a new leave accrual.

Interaction with Other Leave

Sick leave will run concurrently with other Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

Retaliation

The company will not retaliate Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**New York - Paid Family Leave**

This policy provides employees with information concerning Paid Family Leave entitlements and obligations Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

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

NYPFL Eligibility:

Under NYPFL, you are eligible for leave if you:

* Full-time employees: Employees who work a regular schedule of 20 or more hours per Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim
* Part-time employees: Employees who work a regular Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

NYPFL Qualifying Circumstances:

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

* To care for or bond with a child, as long as the leave begins within 1 year of the child’s birth or placement for adoption or foster care;
* To care for a family member or someone who is the equivalent of family, with a serious health Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim
* To provide required care or treatment for a child during a state of emergency if their school or place of care is Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim
* To assist with family situations arising when your:
  + Spouse,
  + domestic partner,
  + child, or
  + parent
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  + Short-notice military deployment;
  + Military events, which may include official ceremonies or informational briefings related to active duty;
  + Military member’s rest, recuperation, or counseling;
  + Post-deployment activities, which may include arrival ceremonies and reintegration events;
  + Making financial/legal arrangements; or
  + Making childcare arrangements for the military member’s child.

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

Some 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 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

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 hLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

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.

NYPFL Amount of Leave Available

Under the NYPFL, you may take

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Pay during NYPFL Leave Under the NYPFL:

Your benefits payment is based on your individual average weekly wage. New York Paid Family Leave will pay you 67% of your average weekly wage up to the maximum weekly benefit rate set for that calendar year. You can learn more at https://paidfamilyleave.ny.gov/PFLbenefitscalculator2022.

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

**New York - Voting Leave**

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Employees who need to take time off during their shift to vote must submit a request to their supervisor in writing at least two working days prior to the date of the election. Voting leave must be taken at the beginning or end of the work shift unless otherwise agreed upon by the company and the employee.

**New York - Final Paycheck**

The company will pay an employee who has separated their final wages, less any deductions, no later than Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**New York - Lactation Accommodations**

Using Break Time for Breast Milk Expression

In accordance with New York statute §206-c, the company provides 30-minute paid breaks each time an employee needs to express breastmilk in the workplace. Employees are also allowed to use existing paid breaks to express breastmilk when they need more than 30 minutes to do so. This time will be provided for up to three years following childbirth.

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Making a Request to Express Breast Milk at Work

If an employee wants to express breast milk at work, they need to give employers reasonable Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

Employees wishing to request a room or other location to express breast milk in the workplace should do so by submitting a written request to their direct supervisor or individual designated by their employer for processing requests.

Lactation Room Requirements

In addition to providing the necessary time during the workday, employers must provide a private room or alternative location for the purpose of breast milk expression. The space provided for breast milk expression cannot be a restroom or toilet stall.

The room or other location must:

* Be close to an employee’s work area
* Provide good natural or artificial light
* Be private – both shielded from view and free from intrusion
* Have accessible, clean running water nearby
* Have an electrical outlet (if the workplace is supplied with electricity)
* Include a chair
* Provide a desk, small table, desk, counter, or other flat surface

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If there is not a separate room or space available for lactation, an employer may use a vacant office or other available room on a temporary basis. This room must not be accessible to the public or other employees while an employee is using it for breast milk expression. P 705 (6/23) The New York State Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aides and services are available upon request and free of charge to individuals with disabilities TTY/TDD 711 or 1-800-662-1220 (English) / 1-877-662-4886.

To ensure privacy, if the lactation room has a Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

If the workplace has a Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

New York State Department of Labor Resources

If an employee believes that they are experiencing retaliation for expressing breast milk in the workplace, or that their employer is in violation of this policy, they should contact the New York State Department of Labor’s Division of Labor Standards. Call us at 1-888-52-LABOR, email us at LSAsk@labor.ny.gov, or visit the nearest Labor Standards office to personally file a complaint. A list of our offices is available at dol.ny.gov/location/contact-division-labor-standards. Complaints are confidential.

Federal Resources

The federal PUMP Act went into Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**New York - Crime Victim Leave**

The company will provide crime victim leave to employees who are victims of a crime, as well as to employees who Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**New York - Domestic Violence Leave**

The company will provide leave to employees who are victims of domestic violence. Leave (for a reasonable amount of time) must be alloLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

* To seek medical attention (including for a child victim);
* To obtain services from a domestic violence shelter, program, or rape crisis center;
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* To take action to increase safety from domestic violence in the future, including relocating; or
* To obtain legal services, assist in the prosecution of the offense, or appear in court.

Employees must provide reasonable advance notice of the leave where feasible. When advance notice is not feasible, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**New York - Emergency Response Leave**

The company will provide employees with time off to serve as Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**New York - Jury Duty**

Employees who are summoned Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**New York - Human Rights Law**

The New York State Human Rights Law (NYSHRL) prohibits employers from discriminating in employment based on:

* Age
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* Color
* Creed/religion
* Disability
* Domestic violence victim status
* Familial status
* Gender identity or expression
* Marital status
* Military status
* National origin
* Predisposing genetic characteristics
* Race (including traits historically associated with race, such as hair texture and protective hairstyles)
* Sex
* Sexual orientation

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Refer to N.Y. Exec. Law §§ 290 – 301 with implementing regulations at N.Y. Comp. Codes R. & Regs. tit. 9 §§ 466.1 et seq.

**New York - Meal Breaks**

The company will provide the below meal breaks and rest periods to New York employees as appropriate:

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**New York - Blood Donation Leave Policy**

An employee may take three hours of leave (during the employee’s regular work schedule) in any twelve-month period to donateLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

OR

An employee may take leave during working hours, at a convenient time and place, twice per calendar year Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

The company may require reasonable notice to utilize this leave unless the employee experiences an emergency in which the donation of blood is necessary for one’s own surgery or that of a family member.

**New York - Bone Marrow Leave Policy**

An employee, working more than 20 hours per week) may take Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim  **New York City - Temporary Schedule Change**

Employees who work Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim are eligible for two (2) temporary changes to their work schedules each calendar year for certain "personal events."

Personal Events

A "personal event" includes the following:

* the need to care for a child under the age of 18 for whom the employee provides direct and ongoing care;
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* the need to attend a legal proceeding or hearing for public benefits to which the employee, a family member, or the employee's minor child or care recipient is a party;
* or any other reason for which the employee may use leave under New York City's Paid Safe and Sick Leave law.

Temporary Schedule Change

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The change can include:

* using short-term unpaid leave;
* using paid time off; working remotely;
* or swapping or shifting working hours with a co-worker.

The company has the option of granting unpaid leave in lieu of the temporary change requested by the employee.

Requesting a Temporary Schedule Change

Requests for a temporary schedule change must be made orally or in writing to the company or to the employee's direct supervisor.

The request should include:

* the date of the temporary schedule change;
* that the change is due to a personal event;
* and proposed type of temporary schedule change (unless the employee would like to use leave without pay)

The company will provide a written response to any written request for a temporary schedule change within 14 days.

**New York City - Supplemental Gender Discrimination**

In accordance with New York City law, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

The company is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, accommodation requests, access to programs and facilities, employee activities and general treatment during employment.

In furtherance of this policy:

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* All employees and other individuals have access to single-sex facilities consistent with their gender identity or expression. To the extent possible, the company provides single-occupancy restrooms and multi-user facilities for individuals with privacy concerns, but will not require the use of a single-occupancy bathroom because an individual is transgender or gender non-conforming.
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* The company evaluates all requests for accommodations (including requests for medical leaves) in a fair and non-discriminatory manner.
* Employees who engage with the public as part of their job duties are required to do so in a respectful, non-discriminatory manner by respecting gender diversity and ensuring that members of the public are not subject to discrimination (including discrimination with respect to single-sex programs and facilities).

The company prohibits and does not tolerate retaliation against employees who report issues or concerns of gender discrimination pursuant to this policy.

**New York City - Lactation Accommodations**

The company will provide a Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

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Employees may submit a request for a lactation room by contacting the Head of Human Resources. The company will respond to such requests within five (5) business days. If two (2) or more employees need to use the lactation room at the same time, they should contact the Head of Human Resources so that arrangements can be made to ensure all individuals have access to the lactation room amenities. Employees should contact the Head of Human Resources with any follow-up questions.

**New York City - Pregnancy Accommodation**

In accordance with the NYC Human Rights Law, the company will Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

Any employee who needs to request accommodation due to pregnancy, childbirth, or a related medical condition should contact the HR Department.

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The company will endeavor to keep confidential communications regarding requests for reasonable accommodations and all circumstances surrounding an employee's pregnancy, childbirth, or related medical condition.

**New York City - Human Rights Law**

The New York City Human Rights Law (NYCHRL) prohibits employment discrimination based on:

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New York City employers must comply with both state and city law.

Note: These protected characteristics are in addition to federally protected characteristics.

**New York City - Earned Safe and Sick Time**

In accordance with the New York City Earned Safe and Sick Time Act, covered employees Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

Earned Safe and Sick Time accrued at a rate of one hour for Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

Documentation

The company requires employees to provide documentation indicating the reason for leave usage when more than three consecutive days of leave are used.

Using Leave

Employees should make requests to use leave with as much advance notice as possible.

## Florida Policies

**Florida - Final Paycheck**

The company will provide employees final paycheck no later than Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**Florida - Workplace Privacy**

The company recognizes that Florida is an "all parties" consent state, meaning every personLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**Florida - Military Leave**

The company will not discharge, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

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**Florida - Emergency Response Leave**

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**Florida - Whistleblower Policy**

The company does not retaliate against an employee because they have reported an activity, policy, or practice that is in violation of a law or regulation. The Florida Whistleblower's Act Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

The whistleblower’s right to protection from Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**Florida - Jury and Witness Duty**

Employees will be allowed to take leave Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**Miami-Dade County, FL - Jury Duty**

The company will not withhold wages or salary from full-time employees summoned to jury service Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**Miami-Dade County, FL - Domestic Violence Leave Policy**

Employees are entitled to a total of thirty (30) workdays of unpaid domestic leave during any twelve (12) month period for one (1) or more of the following:

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Prior to requesting domestic leave, an employee must exhaust all paid vacation leave and/or personal leave.

## New Jersey Policies

**New Jersey - Paid Sick Leave**

The company provides paid sick leave to all eligible employees in accordance with Section 34:11D Earned Sick Leave.

Eligibility

All eligible employees working in the state of New Jersey.

Reasons for Leave

Sick leave may be taken if the employee has:

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* the time needed for the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member’s mental or physical illness, injury, or other adverse health condition, or during preventive medical care for the family member;
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* time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function, or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child’s education, or to attend a meeting regarding care provided to the child in connection with the child’s health conditions or disability.

Amount of Leave and Usage

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You begin accruing leave Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

You may only use up to Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim leave per year. Paid sick leave may be taken in no less than one-hour increments. The company shall carry forward any unused sick leave to the next benefit year.

Notice

* If a Covered Employee's need for Paid Sick Leave is reasonably foreseeable, the company may require upLorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim
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Documentation and Confidentiality

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Payment Upon Termination

You will not be paid for any unused sick leave when your employment ends.

Reinstatement of Sick Leave Upon Rehire

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* If an employee has been separated for one year or longer, the leave balance will expire and the employee will be considered a “new hire” with a new leave accrual.

Interaction with Other Leave

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Retaliation

The company will not retaliate against employees who request or take leave in accordance with this policy.

**New Jersey - Family Leave Act & New Jersey Family Leave Insurance**

The NJFLA allows eligible employees to take time off from work for the care of a family member (child, parent, spouse, or any other designated family member) with a serious health condition or to care for a newborn or adopted child.

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NJFLA Eligibility

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NJFLA Qualifying Circumstances

Under the NJFLA, employees may take leave for the following reasons:

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* To provide required care or treatment for a child during a state of emergency if their school or place of care is closed by order of a public official due to an epidemic of a communicable disease (including COVID-19) or other public health emergencies.

Family members include:

* parents
* spouse
* children of any age
* parents-in-law
* siblings
* grandparents
* grandchildren
* domestic partners
* any other individuals related by blood
* any other individuals with whom the employee considers to be family

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NJFLA Amount of Leave Available

Under the NJFLA, employees may take a maximum of 12 consecutive weeks in a 12-month period, or up to eight weeks (56 individual days) in a 12-month period, if taking leave in a non-continuous manner

Pay during NJFLA Leave Under the NJFLA:

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

The NJFLA and the FMLA

Federal FMLA and NJFLA do not run concurrently and can be used consecutively if leave is covered under both laws.

**New Jersey - Workplace Privacy**

Employee Monitoring

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N.J. Stat. Ann. §§ 2A:156A-1 - 2A:156A-37.

Social Media Privacy

The company follows New Jersey law and will not:

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As used in the law:   
A personal account means an account, service, or profile on a social networking website that is used exclusively for personal communications unrelated to any business purposes of the employer. This does not apply to any account, service, or profile created, maintained, used, or accessed for business purposes of the employer or to engage in business-related communications.

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N.J. Stat. §§ 34:6B-5 – 34:6B-10.

**New Jersey - Emergency Response Leave**

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**New Jersey - Misclassification Notice**

Under New Jersey law employers are required to inform employees of employee misclassification. This notice should be posted in the workplace and in the employee handbook.

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* The benefits and protections that an employee is entitled to under state wage, benefit, and tax laws;
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* How a worker, or their authorized representative, may contact (via phone, mail, and email) proper authorities to provide information to or file a complaint about possible worker misclassification.

The company will not discharge or discriminate against an employee for asking about misclassification or bringing and/or testifying in a misclassification proceeding.

**New Jersey - Lactation Accommodations**

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**New Jersey - Religious Accommodation Policy**

The company is committed to Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**New Jersey - Jury Duty**

Employees will be allowed Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

**New Jersey - Pre-Tax Transportation Fringe Benefit**

The company offers a pre-tax transportation fringe benefit to all employees not currently covered by a collective bargaining agreement. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

To be eligible for the pre-tax transportation fringe benefit, employees must work, on average, 10 hours or more per week with services performed within or both within and outside of New Jersey if:

* The service is localized in New Jersey; or
* The service is not localized in any state, but some of the service is performed in New Jersey, and:
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**New Jersey - Victim Leave**

The company will provide up to 20 days of unpaid leave under Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim precludes this prior notice. The notice must be provided to the company as far in advance as is reasonable and practical under the circumstances. This policy applies to Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim

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# Employee Onboarding Checklist

## Compliance Checklist

* Provide a copy of an offer letter
* Collect signed non-disclosure agreement
* Collect [W-4 form](https://www.irs.gov/pub/irs-pdf/fw4.pdf)
* Collect direct deposit form
* Collect cell phone number, address, emergency contact information
* Collect DOB and social security number
* Collect [I-9 form](https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf)
* Make copies of state-issued identification
* Signed employee handbook acknowledgment

## Training Checklist

* New hire orientation
* Policy training
* Role-specific training