



CEA EMPLOYER RESOURCE

Sample Employee Handbook

[INSERT COMPANY NAME]

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Important Disclaimer

Please Read Before Use

This template handbook is intended to be a sample, is not intended as legal advice, and it may or may not reflect the compliance issues relevant to your state, locality, or organization.

Any employee handbook should be reviewed by your legal counsel for compliance with federal and state laws and regulations and should be modified to suit your organization's culture, industry, and practices.

CEA provides this resource as a starting point only. Always consult qualified employment counsel before implementing any handbook policies.

Throughout this document, **[COMPANY NAME]** placeholders should be replaced with your organization's name. Bracketed notes in ALL CAPS indicate areas requiring your review and customization. All **[INSERT ...]** fields must be completed before distributing to employees.

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WELCOME

[Insert Welcome Letter from CEO]

[Below is a sample welcome letter. Customize with your own message before distributing.]

Welcome to [COMPANY NAME]! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further [COMPANY NAME]'s goals.

You are joining an organization that has a reputation for outstanding servant leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, [COMPANY NAME] will continue to achieve its goals. We sincerely hope you will take pride in being an important part of [COMPANY NAME]'s success.

This Handbook is a living manifesto of policies, guidelines, benefits and guardrails of our culture to reinforce our mission, empower each team member and protect our culture.

On behalf of the entire leadership team, thank you for being part of this team. I'm humbled to serve you and steward our mission and look forward to the adventures we'll get to navigate and celebrate together in the years ahead.

President and CEO

Employment at Will

Employment at [COMPANY NAME] is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the president of the company.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Equal Opportunity

NOTE: There may be state or local laws with different requirements that must be considered.

Equal Opportunity

[COMPANY NAME] provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy (including childbirth and pregnancy-related conditions), national origin, age, disability, genetic status, veteran status, or any other basis protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

[COMPANY NAME] expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

[COMPANY NAME] will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon [COMPANY NAME]'s business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR manager. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

1. Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
2. Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
3. Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault. Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

[COMPANY NAME] is committed to the fair and equal employment of individuals with disabilities under the ADA. It is [COMPANY NAME]'s policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the company. [COMPANY NAME] prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Harassment and Complaint Procedure

NOTE: There may be state or local laws with different requirements that must be considered.

It is [COMPANY NAME]'s policy to prohibit intentional and unintentional harassment of or against job applicants or employees by another employee, supervisor, vendor, customer, or third party based on race, color, religion, national origin, age, sex (including pregnancy, childbirth, and pregnancy-related conditions), veteran status, disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by [COMPANY NAME].

Definition of "unlawful harassment." "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Definition of "sexual harassment." "Sexual harassment" can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of conduct that, if unwelcome, may constitute sexual harassment include: unwanted sexual advances; sexual epithets, jokes, or references; displaying sexually suggestive objects or pictures; unwelcome leering or gestures; and inquiries into one's sexual experiences.

Complaint procedure. If an employee believes they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are requested and encouraged to make a complaint. They may complain directly to their immediate supervisor or department manager, the HR director, or any other member of management with whom they feel comfortable bringing such a complaint.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. If the investigation confirms conduct that violates this policy has occurred, [COMPANY NAME] will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination. No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment.

Religious Accommodation

[Company Name] will make a good faith effort to provide a reasonable accommodation to an individual whose sincerely held religious beliefs conflict with a Company policy, procedure, or requirement, in accordance with applicable law, unless providing the accommodation would cause an undue hardship. A reasonable accommodation is a change in the workplace that allows an individual to observe a sincerely held religious belief.

An employee may request an accommodation of a religious belief or practice, including religious attire, grooming practices, hairstyles, or work schedule, from his/her supervisor or Human Resources.

Conflicts of Interest and Confidentiality

Conflicts of Interest

A conflict of interest exists when an employee's personal interests interfere and/or compete with the interests of the Company. Each employee is prohibited from engaging in any actual or perceived conflict of interest, unless the Company determines that the conflict can be managed effectively. However, employees are always prohibited from engaging in the following conflicts of interest:

1. Socializing with a subordinate employee in a way that disrupts the work environment;
2. Engaging in romantic or dating relationships and/or sexual conduct with a subordinate employee;
3. Making an employment decision regarding an individual related to them without obtaining written permission from their supervisor;
4. Using Confidential Information for personal gain or to the detriment of the Company;
5. Influencing or making a decision for the Company to conduct business with a person in which they have a financial or personal interest without obtaining written permission from a Corporate Officer;
6. Directing or pressuring employees to engage in outside activities as a condition of employment;
7. Being employed outside the Company when it interferes with Company work hours or negatively affects job performance;
8. Working for any vendor or competitor of the Company while employed by the Company without written permission from a Corporate Officer;
9. Accepting any items for personal benefit from anyone doing business with or serving the Company;
10. Failing to pay for their own meals, tickets, and related expenses when attending events on behalf of the Company.

Confidential Information

"Confidential Information" is any information not generally known to the public that relates to the business of the Company or any of its affiliated entities. Both during and after employment, employees are prohibited from using and disclosing Confidential Information except to the extent necessary to perform their designated duties. Confidential Information includes, but is not limited to:

- Trade secret information and other proprietary information such as costs, revenues, pricing, profits, customer and supplier lists;
- Non-public technical information such as computer programs, software, training programs, and related methodologies;
- Personal information of employees such as names, addresses, Social Security numbers, dates of birth, and other unique identifiers;
- Medical information of employees;
- Any information specifically required to be kept confidential by applicable law; and
- Any information that, if disclosed, could create disruption, harm, or liability for the Company.

Nothing in this policy is intended to interfere with employees' rights under federal and state laws, including the right to discuss terms and conditions of employment.

Employment Relationship

Employee Privacy

It is [COMPANY NAME]'s goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation. The investigation may include searches of personal belongings, searches of work areas, searches of private vehicles on company premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination.

[COMPANY NAME] regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees do not have an expectation of privacy with respect to any material on company property.

Video surveillance. As part of its security measures, [COMPANY NAME] has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas such as break rooms, restrooms, or locker/dressing rooms.

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, [COMPANY NAME] classifies its employees as shown below. [COMPANY NAME] may review or change employee classifications at any time.

- **Exempt.** Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.
- **Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- **Regular, full-time.** Employees who work a minimum of 30 hours weekly and maintain continuous employment status.
- **Regular, part-time.** Employees who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly.
- **Seasonal/Temporary Employee.** Individuals employed to work on a specific assignment for a limited period of time. Not eligible for benefits except those required by law.

Workweek and Hours of Work

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Office hours are 8:00 a.m. to 5:00 p.m., with an hour lunch break. Individual work schedules may vary depending on the needs of each department.

Time Records and Overtime

[Company Name] must have accurate records of all time worked by each non-exempt, hourly employee. All non-exempt employees are required to clock in before performing any work and are not permitted to clock out until stopping all work. Working off the clock, failing to properly clock in or out, or clocking in or out for another employee is strictly prohibited and may result in disciplinary action, up to termination of employment.

Nonexempt employees will be paid overtime compensation at the rate of one and one half their regular rate of pay for all hours over 40 actually worked in a single workweek, unless otherwise required by state law. All overtime work must be approved in advance by a supervisor or manager.

Deductions from Pay / Safe Harbor

[COMPANY NAME] does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Permitted deductions include those required by law, deductions for authorized employee benefits, absences of one or more full days for personal reasons, and any full workweek in which the employee does not perform any work.

If an employee classified as exempt believes that an improper deduction has been taken from pay, the employee should immediately report the deduction to the HR department. If an improper deduction has been made, the company will reimburse the employee.

Paychecks

NOTE: Check state law for any requirements related to frequency of pay and whether employers may require employees to be paid by direct deposit.

[COMPANY NAME]'s pay period for all employees is biweekly on Friday. If payday falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into employees' checking and/or savings accounts.

Access to Personnel Files

NOTE: Check state law for any additional requirements related to access to personnel files.

Employee files are maintained by the HR department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their file. Inspections by employees must be requested in writing to the HR department.

Employment of Relatives

Relatives may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents.

Separation from Employment

Voluntary Termination: In all cases of voluntary resignation, employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice.

Involuntary Termination: Involuntary terminations include terminations by the Company for unsatisfactory job performance, misconduct, and/or violations of Company policy. Common grounds for immediate termination include: providing false information at any time during the hiring process; reporting for work under the influence of alcohol or illegal drugs; theft or embezzlement; engaging in harassing or violent conduct; dishonesty or falsification of business documents; excessive absenteeism or tardiness; fighting on Company premises; use of inappropriate language or behavior; and violating Company policies.

Other Forms of Termination: Employment may also be terminated due to reduction in workforce, elimination of the employee's position, or when deemed appropriate for reasons other than job abandonment.

Workplace Safety

Drug and Alcohol-Free Workplace

[Company Name] is committed to maintaining a work environment free from the effects of drug and alcohol use to protect the health, safety, and well-being of our employees, visitors, and customers. Employees and applicants may be subject to drug and alcohol testing.

Prohibitions. Employees are prohibited from: (1) reporting to work while under the influence of alcohol, Illegal Drugs, or Unauthorized Substances; and (2) using, possessing, purchasing, selling, manufacturing, transferring, or distributing alcohol, Illegal Drugs, or Unauthorized Substances on Company Premises or while performing work for the Company.

Marijuana. In compliance with federal law and to the maximum extent allowed by state law, the Company considers marijuana to be an Illegal Drug for purposes of this policy in all states. Even if an individual's use of marijuana may otherwise be permissible under state law, the use or possession of marijuana on Company Premises or Property or while performing work for the Company is strictly prohibited.

NOTE: Check state and local laws for any additional requirements, as some states have specific laws regulating drug testing and marijuana use.

Smoking, Nicotine Delivery, and Tobacco Use

[Company Name] strictly prohibits smoking, the use of smokeless tobacco, and vaping on Company premises. Employees shall not smoke, use smokeless tobacco, or use vaping products within 25 feet of a Company entrance. Employees violating this policy may be subject to disciplinary action, up to termination of employment.

Workplace Violence Prevention

[COMPANY NAME] is committed to providing a safe, violence-free workplace for our employees. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation.

All [COMPANY NAME] employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or HR department. [COMPANY NAME] prohibits the possession of weapons on its property at all times, including parking lots or company vehicles.

NOTE: Check state and local laws for any additional requirements related to firearms.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running our business. All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices. In the event of an emergency, notify the appropriate emergency personnel by dialing 911. Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity.

Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. Unscheduled absences are disruptive, expensive, and place an undue burden on coworkers and the Company. If an employee fails to report to work or call in for three consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Job Performance

Communication between employees and supervisors or managers is very important. Generally, formal performance reviews are conducted annually and include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Outside Employment

Employees generally are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with [COMPANY NAME]. All employees must obtain prior approval from the HR department before undertaking any outside employment or other work activity.

Dress Code and Appearance

In all aspects of personal appearance, employees must meet the standards of modesty, professionalism, and good hygiene, as well as keep in mind work environment, job tasks, and safety. An employee should not wear clothing which exposes the torso, underwear, or undergarments. Clothing, jewelry, hairstyles, cologne/perfume, and visible tattoos/makeup should not be excessive or extreme.

NOTE: Check state and local laws for any additional requirements related to grooming and discrimination against hairstyles.

Cell Phone Safety and Driving

Safe driving is the first priority when operating a vehicle while driving on [COMPANY NAME] business. Employees should never allow a cell phone or other mobile device to distract them from concentrating on driving. Employees should avoid using cell phones while driving, find a safe place to pull over to make or receive phone calls, and not read or respond to text messages or e-mail while driving.

Social Media

Employees' use of social media may affect the Company. Employees are solely responsible for what they post online. Never post information known to be false or rumors about the Company, its employees, or customers. Express only personal opinions. Employees should not speak on the Company's behalf or hold themselves out as a spokesperson for the Company. Supervisors should refrain from "friending" or otherwise connecting via social media with their subordinates and are prohibited from researching an applicant's or employee's background on social media.

Technology Use

[COMPANY NAME] provides Technology for employees to conduct Company business. "Technology" includes hardware, software, networks, systems, devices, electronic media, applications, Artificial Intelligence, internet, email, voicemail, phones, and wearable technology whether owned, leased, or managed by the Company or a third party. Employees are required to conduct themselves in the same professional, lawful, and ethical manner as they do elsewhere at work.

The Company owns all information created, transmitted, received, viewed, printed, or stored with Technology. Employees must not have an expectation of privacy in anything they create, transmit, receive, view, or store while using Technology.

Employees are prohibited from: deliberately introducing malware or viruses; forging or disguising electronic communications; creating or transmitting unlawful, harassing, threatening, discriminatory, or obscene content; using Technology to access gaming or sexually explicit content; using Technology in a manner that violates intellectual property rights of any third party; and using Technology for an unlawful purpose.

Disciplinary Procedure

[COMPANY NAME] expects employees to comply with the company's standards of behavior and performance. Under normal circumstances, [COMPANY NAME] endorses a policy of progressive discipline. The following steps are suggested:

- **Step 1: Informal Discussion.** When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.
- **Step 2: Counseling.** If an informal discussion has not resulted in corrective action, the supervisor should meet with the employee, review the problem, and issue a counseling notice.
- **Step 3: Reprimand.** If satisfactory performance is not achieved, the supervisor and HR should meet with the employee in private and issue a reprimand notice.
- **Step 4: Suspension.** Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the department director and HR.
- **Step 5: Failure to improve.** Failure to improve performance or behavior after the written warning or suspension can result in termination.

In cases involving serious misconduct or any time the supervisor determines it is necessary, the procedures above may be disregarded and the employee may be suspended immediately pending investigation.

Time Off and Leaves of Absence

IMPORTANT NOTE: Many states and municipalities have laws related to leaves of absence and PTO. The provisions below only address federal law. Check state and local laws before implementing any leave policy.

Holidays

[COMPANY NAME] observes and allows time off with pay for the following holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- New Year's Eve Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Holiday pay. Full-time regular employees are eligible for holiday pay. Hourly nonexempt employees become eligible after they have been actively with the company for three months. Part-time and temporary employees are not eligible for holiday pay.

Vacation

[COMPANY NAME] provides paid vacation time to full-time employees. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid vacation on a pro rata schedule. Employees may not take paid vacation until they actually have earned or accrued the vacation time. Full-time employees will accrue paid vacation according to the following schedule:

Service Period	Monthly/Annual Vacation Accrual
[Length of time employed]	[Number of days earned]
[Length of time employed]	[Number of days earned]
[Length of time employed]	[Number of days earned]
[Length of time employed]	[Number of days earned]

NOTE: Some states and municipalities have laws or rules that prohibit "use-it-or-lose-it" vacation policies, and some have special rules about payment for accrued vacation upon termination of employment.

Sick Leave

NOTE: A number of states and municipalities have enacted paid sick leave laws, and new laws continue to be enacted. Review state and local laws before finalizing a sick leave policy.

[COMPANY NAME] provides regular, full-time, and part-time employees with paid sick days. Employees become eligible for sick days after completing [Time Period] of employment. Sick days may be used for the employee's own illness or to provide care for a family member who is ill. Employees may carry accrued sick days over from one year to the next, up to the maximum accrual allowed by Company policy.

Family and Medical Leave (FMLA)

NOTE: Check state and local laws for any additional requirements. Some states have FMLA laws that may be more generous than federal law.

Eligibility. FMLA leave is available to employees who: (1) have worked for Company for at least 12 months; (2) have worked at least 1,250 hours during the preceding 12 months; and (3) work at a location where at least 50 employees are employed within 75 miles.

Basic Leave Entitlement. Company will provide Eligible Employees with up to 12 workweeks of unpaid, job-protected FMLA leave per single, rolling 12-month period for FMLA qualifying reasons, and up to 26 workweeks for care of a covered service member.

FMLA qualifying reasons include: incapacity due to pregnancy, prenatal medical care or childbirth; leave to care for a child after birth or placement for adoption or foster care; leave to care for the employee's spouse, son, daughter, or parent who has a Serious Health Condition; and a Serious Health Condition that makes the employee unable to perform their job.

Military Family Leave Entitlements. Eligible Employees with a spouse, son, daughter, or parent on covered active duty may take up to 12 workweeks per 12-month period for qualifying exigency leave, and up to 26 workweeks per single 12-month period to care for a covered service member.

Benefits during FMLA leave. During FMLA leave, Company will maintain an Eligible Employee's health and other insurance coverage on the same terms as if the Eligible Employee had continued to work. Eligible Employees are responsible for payment of their insurance premium contributions.

Intermittent leave. When medically necessary, leave can be taken intermittently (in separate blocks of time) or by taking reduced schedule leave. Leave will be accounted for in fifteen (15) minute increments.

Military Leave

[COMPANY NAME] supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the HR department and the employee's supervisor. Upon return from military leave, employees will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, and length of service promotions, as required by applicable federal or state law.

Bereavement Leave

All full-time employees are eligible to receive bereavement leave for the purpose of attending the funeral of a parent, grandparent, brother, sister, spouse, child, stepchild, grandchild, or corresponding "step-" or "in-law" of the employee, or additional family member(s) required by law. Full-time employees will receive one day of bereavement leave if the funeral is held in the state where the employee works and up to three consecutive workdays if such funeral is held outside the state.

NOTE: Check state and local laws for any additional requirements.

Jury Duty

The company supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice. If an employee is released from jury duty after four hours or less of service, the employee must report to work for the remainder of that workday.

NOTE: Check state and local laws for any additional requirements related to jury duty and pay while an employee serves on a jury.

Time Off for Voting

[COMPANY NAME] encourages employees to exercise their rights as a citizen by casting a vote in local, state, and national elections. Each employee will be allowed up to two (2) hours paid time off (unless additional time is required by state law) for voting on election days should their schedule prohibit them from voting before or after their scheduled work shift.

NOTE: Check state and local requirements, as some require specific time off from work and even pay to vote.

Employee Benefits

[COMPANY NAME] recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the company Summary Plan Descriptions (SPDs), or contact the HR department. To the extent the information provided here conflicts with the SPD or full plan document, the full plan document will control.



Medical, Dental, and Vision

Full-time employees working 30+ hours/week are eligible on the first of the month following 30 days of service.



Group Life Insurance

Provided for full-time employees working 30+ hours/week. The life benefit is equal to an employee's annualized base rate. Fully paid by the company.



Short-Term Disability

Offered to full-time employees working 30+ hours/week. Pays 60 percent of salary, up to policy limits. Voluntary benefit funded solely by the employee.



Long-Term Disability

Pays 60 percent of salary, up to policy limits, for extended disability. Voluntary benefit funded solely by the employee.



401(k) Plan

Offered to eligible employees. Eligibility, vesting, and all other matters are explained in the SPD that can be obtained from HR.

Workers' Compensation

[COMPANY NAME] pays the entire cost of workers' compensation insurance. Coverage provides related medical and rehabilitation expenses and a portion of lost wages.

Employee Assistance Program (EAP)

The employee assistance program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the company.

Employee Handbook Acknowledgment and Receipt

I hereby acknowledge receipt of the employee handbook of [COMPANY NAME]. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, company practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time.

I also understand and agree that this agreement may not be modified orally and that only the president of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of the company.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Employee Acknowledgment and Receipt of Harassment Policy

I have read and understand the company's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee



This sample handbook is provided by CEA as an employer resource. It is not intended as legal advice. Please consult qualified employment counsel before implementing any handbook policies.

