[Company Name] Employee Handbook

Replace every [Placeholder] and delete any policy that does not apply to you. Sections marked (state) must be adjusted for each state where you have employees. Have employment counsel review the final handbook before you issue it and whenever laws change.

1. WELCOME AND PURPOSE

Welcome to [Company Name]. This handbook explains how we work, what you can expect from us and what we expect from you. Please read it during your first week and keep it for reference. If anything is unclear, ask your manager or contact Human Resources at [HR Email].

This handbook replaces all earlier handbooks and policy statements on the same topics. [Company Name] may revise, add to or remove any policy at any time, and will tell employees about changes. Where a policy here conflicts with a written employment agreement, a collective bargaining agreement or applicable law, the agreement or law applies.

2. AT-WILL EMPLOYMENT

Employment with [Company Name] is at will. You or the Company may end the employment relationship at any time, with or without cause or notice. Nothing in this handbook or in any other Company document or statement creates a contract of employment for a specific period. Only [Title of Authorized Officer] may change the at-will relationship, and only in a written agreement signed by both parties. (state: edit for Montana or for employees outside the US.)

3. EQUAL EMPLOYMENT OPPORTUNITY

[Company Name] provides equal employment opportunity to all employees and applicants. We do not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age, disability, genetic information, veteran status or any other characteristic protected by federal, state or local law. This applies to recruiting, hiring, training, promotion, pay, discipline, termination and every other term of employment.

We provide reasonable accommodations for qualified individuals with disabilities, for pregnancy and related conditions, and for sincerely held religious beliefs, unless doing so would cause undue hardship. To request an accommodation, contact [HR Contact].

4. ANTI-HARASSMENT AND REPORTING

Harassment based on any protected characteristic, including sexual harassment, is prohibited, whether by managers, coworkers, customers, vendors or visitors. Examples include unwelcome sexual advances, slurs, jokes or images that demean a protected group, and threats or intimidation.

If you experience or witness harassment, report it to your manager, any other manager, Human Resources at [HR Email or Phone] or [hotline or online reporting option]. You do not have to report to the person involved. The Company will investigate promptly and as confidentially as possible and take appropriate action. Retaliation against anyone who reports in good faith or takes part in an investigation is prohibited. See the full Anti-Harassment Policy at [location].

5. EMPLOYMENT BASICS

Employment categories: Employees are classified as full-time (regularly scheduled [30 / 40] or more hours per week), part-time (fewer than [30 / 40] hours per week), or temporary/seasonal (hired for a set period or project). Employees are also classified as exempt or non-exempt from overtime under the Fair Labor Standards Act and state law.

Introductory period: The first [90] days of employment are an introductory period in which you and your manager assess fit. Completing it does not change at-will status.

Employment verification: All new employees must complete Form I-9 and provide documents showing identity and authorization to work in the US within the required time.

Personnel records: Tell HR within [10] days of any change to your name, address, phone, emergency contacts or tax status. Requests to see your personnel file go to [HR Contact] (state).

6. HOURS, PAY AND TIMEKEEPING

Workweek: The workweek runs from [Day] at [Time] to [Day] at [Time].

Timekeeping: Non-exempt employees must record all time worked accurately using [timekeeping system], including any work done before or after a shift, at home or on a phone. Working off the clock is not allowed, and no manager may ask you to do so. Falsifying time records is a serious violation.

Overtime: Non-exempt employees are paid overtime at one and one-half times their regular rate for hours worked over 40 in a workweek [and as required by state law]. Overtime must be approved in advance, but approved or not, all overtime worked will be paid.

Meal and rest breaks: [Describe meal and rest periods as required by state law.] (state)

Paydays: Employees are paid [weekly / biweekly / semi-monthly] on [Day]. Report any pay error to [Payroll Contact] immediately; it will be corrected promptly.

Salary deductions: The Company does not make improper deductions from the salaries of exempt employees. Report any concern to [HR Contact] and it will be investigated and reimbursed if improper.

7. TIME OFF AND LEAVE

Holidays: The Company observes the following paid holidays: [list].

Paid time off: [Eligible employees accrue [number] hours of PTO per [pay period / hour worked], up to a maximum balance of [number] hours. Request PTO at least [number] days in advance through [system].] (state: payout rules at separation vary)

Sick leave: Employees receive paid sick leave as required by applicable state and local law, at no less than [accrual rate]. (state)

Family and Medical Leave Act: [For covered employers:] Eligible employees may take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for qualifying family and medical reasons, and up to 26 workweeks to care for a covered servicemember. Details of eligibility, notice and benefits are in the FMLA policy at [location].

Other leave: The Company provides leave for jury duty, voting, military service (under USERRA), and other reasons as required by law, as well as [bereavement leave of [number] days]. (state)

8. STANDARDS OF CONDUCT

We expect everyone to act honestly, treat others with respect and follow Company policies. The following are examples of conduct that may lead to discipline, up to and including termination: theft or dishonesty; violence or threats; harassment or discrimination; working under the influence of alcohol or illegal drugs; falsifying records; serious safety violations; and repeated absence or lateness without notice. This list is not complete.

The Company may use progressive discipline, such as coaching, a written warning and a final warning, but may skip steps depending on the circumstances. Nothing in this policy changes at-will employment. See the Code of Conduct at [location].

Nothing in this handbook limits employees' rights under Section 7 of the National Labor Relations Act, including the right to discuss wages, hours and working conditions with each other, or to communicate with government agencies.

9. ATTENDANCE

Notify your manager [at least [number] hours before your shift / using [call-out line or app]] if you will be absent or late. Absence for [number] consecutive scheduled shifts without notice will be treated as a voluntary resignation. Absences protected by law, such as FMLA leave, paid sick leave and approved accommodations, are not counted against you.

10. SAFETY AND SECURITY

Report every workplace injury, illness, near miss or unsafe condition to your manager immediately. The Company complies with OSHA and state safety requirements and will not retaliate against anyone who reports an injury or safety concern. Weapons are prohibited on Company property to the extent permitted by law (state). The Company's drug and alcohol policy is at [location].

11. TECHNOLOGY, PRIVACY AND CONFIDENTIALITY

Company systems, devices, email and networks are provided for business use. Limited personal use is allowed if it does not interfere with work. Employees should have no expectation of privacy in Company systems, which may be monitored as permitted by law (state: some states require notice of electronic monitoring).

Protect confidential Company and customer information and use it only for your job. This does not restrict employees from discussing their own wages or working conditions. Follow the Acceptable Use Policy and Social Media Policy at [location].

12. BENEFITS

Eligible employees may take part in [medical, dental, vision, 401(k), life and disability insurance, employee assistance program]. Eligibility, coverage and costs are set by the plan documents, which govern if anything in this handbook differs. Contact [Benefits Contact] for details.

13. LEAVING THE COMPANY

We ask employees who resign to give [two weeks'] written notice. Return all Company property by your last day. Final pay will be issued as required by state law (state). Information about continuing health coverage under COBRA will be sent to you after coverage ends.

14. ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received the [Company Name] Employee Handbook dated [Version Date], and that I am responsible for reading it and following its policies. I understand that the Company may change its policies at any time, and that this handbook is not a contract of employment and does not change my at-will employment status.

Employee name: _____
Employee signature: _____
Date: _____