

(Agency Name)

EMPLOYEE HANDBOOK

TABLE OF CONTENTS

<u>Introduction</u>	2
1. Welcome	2
2. Purpose of Employee Handbook	2
3. History/Philosophy	2
4. Mission Statement	3
<u>Employment Policies</u>	4
1. At-Will Employment	4
2. Introductory Period	4
3. Equal Employment Opportunity	4
4. Accommodation	5
5. Anti-Harassment and Non-Discrimination Policy	5
6. Discipline and Termination of Employment	6
7. Performance Evaluation	6
8. Open Communication and Grievance Procedure	7
<u>Hours of Work and Compensation</u>	8
1. Employee Classifications	8
2. Hours of Work	8
3. Attendance	9
4. Overtime for Non-Exempt Employees	9
5. Wage and Salary Review	9
<u>Benefits and Leaves of Absence</u>	10
1. Holidays	10
2. Vacation	10
3. Sick Leave	11
4. Family Medical Leave	12
5. Maternity Leave	13
6. Bereavement Leave	13
7. Jury Duty	14
8. Military Leave	14
9. Personal Leave	14
10. Benefits	14
11. Notice of Changes	15
<u>Miscellaneous</u>	16
1. Employment of Relatives	16
2. Electronic Communication and Technology	16
3. Health and Safety	17
4. Violence in the Workplace	17
5. Substance Abuse	18
6. Outside Employment	18
7. Confidential Information	18
8. Ethics and Conflict of Interest	19
<u>Receipt and Acknowledgement</u>	20

Introduction

1. Welcome

Welcome to **(Agency Name)**. You have joined an agency that is committed to excellence in **(identify services of Agency)**. Our emphasis on teamwork encourages cooperative decision-making among employees and management. **(Agency Name)** actively seeks to create a positive environment in which every employee can realize his or her full potential.

2. Purpose of Employee Handbook

This Employee Handbook has been prepared as a guide and reference to acquaint you with the policies and procedures of **(Agency Name)** (“**use acronym for Agency Name here if appropriate**”). The policies and procedures described in this Employee Handbook are not conditions of employment and do not constitute a promise of specific treatment in specific situations. **(Agency Name)** may, in its sole discretion, change, delete, suspend or discontinue any part or parts of the policies in this Employee Handbook at any time with or without prior notice or reason.

This Employee Handbook and any of its policies do not constitute an employment contract or a guarantee of employment for any specific period of time. Unless an employee has a written employment contract with (Agency Name) for a specific period of time, employees of (Agency Name) are employed for an indefinite period of time, and both the employee and (Agency Name) may terminate the employment relationship at any time, with or without reason or notice. Only the Executive Director or the Board, in writing, can alter the “at-will” status of an employee’s employment.

After reviewing the manual, please sign the Receipt and Acknowledgment of (Agency Name)’s Employee Handbook form included at the end of this handbook confirming that you have received and understand the contents of the (Agency Name)’s Employee Handbook.

3. History/ Philosophy

(Agency Name) provides (Describe Services). (Describe growth of the agency since its inception.)

The organization employs approximately **(Very General Number)** people. **(Agency Name)** has an unrelenting commitment to excellence and the equitable treatment of its employees and consumers.

4. Mission Statement

It is the **(Agency Name)**'s goal to do the following :

- To identify and understand the unique needs of each consumer, and go beyond the expected in meeting those needs;
- To provide each employee with the training and support needed to grow professionally and personally;
- To adhere to the highest standards of honesty and ethical behavior toward consumers, employees, suppliers and the community.

Employment Policies

1. At-Will Employment

Employment at **(Agency Name)** is at-will, which means that either you or **(Agency Name)** may terminate the employment relationship at any time with or without a reason or notice. This at-will relationship can be modified only by a writing signed by the Executive Director of the Board. The at-will relationship cannot be modified by any oral statements or promises, by anything in this Employee Handbook or in any other manuals or handbooks, or by any other materials except a writing signed by the Executive Director or the Board.

2. Introductory Period

All new employees work on an introductory basis for the first ninety (90) days after their date of hire. If **(Agency Name)** determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended solely at the discretion of **(Agency Name)**. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. **(Agency Name)** uses this period to evaluate employee capabilities, work habits, and overall performance. **This introductory period does not create a contract or a guarantee of employment for any specific period of time and as set forth above, either the employee or (Agency Name) may end the employment relationship at will at any time during or after the introductory period, with or without a reason or notice.**

During the introductory period, new employees are eligible for those benefits that are required by law or by **(Agency Name)**'s benefit programs or plans. Employees should read the information for each specific Benefit program for the details on eligibility requirements.

3. Equal Employment Opportunity

(Agency Name) is an equal opportunity employer and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, veteran's status, marital status, physical or mental disability, or any other basis prohibited by applicable state, federal or local laws.

4. Accommodation

(Agency Name) will make reasonable accommodations for the known physical or mental disabilities of an employee, unless undue hardship would result. The employee should advise either the Executive Director or (**Human Resource Position and another high level management position**) of any accommodations he or she believes are medically necessary in order to perform the job. (Agency Name) may request medical certification from the employee's health care provider and (Agency Name) will determine what, if any, reasonable accommodation may be appropriate. (Agency Name) may take other action regarding employee accommodation, as appropriate, in accordance with state, federal or local laws.

5. Anti-Harassment and Non-Discrimination Policy

(Agency Name) prohibits any form of unlawful harassment or discrimination in the workplace. Harassment or discrimination based on an individual's sex, race, color, national origin, religion, age, marital status, veteran's status, physical or mental disability, or any other characteristic protected by state, federal or local law is unacceptable and will not be tolerated. Conduct that demonstrates mutual respect is expected of all employees in the workplace. Retaliation against any person who complains of harassment or discrimination in good faith, or who participates in an investigation in good faith, is also prohibited.

Sexual harassment is one form of unlawful harassment. Sexual harassment can be, but does not have to be, "sexual" in nature. Rather, sexual harassment is harassment that would not occur but for the gender of the person to whom it is directed. Sexual harassment may include requiring a person's submission to, or rejection of, sexual advances and/or sexual harassment may alter that person's terms or conditions of employment. Sexual harassment also includes a sexually abusive, intimidating, hostile, or offensive work environment. Such an environment can be created by unwelcome sexual advances, requests for sexual favors, gender harassment, the display of sexually suggestive objects or pictures or emails, or any other verbal or physical conduct that would not exist but for the gender of the person at whom it is directed and which has the effect of unreasonably interfering with an employee's work performance.

Other conduct that is not sexual in nature but will not be tolerated includes derogatory slurs, remarks or jokes about an individual's race, national origin, religion, age, marital status, physical or mental disability, or any other characteristic protected by federal, State or local law.

Reporting Discrimination and Harassment of Any Type

1. Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.

2. Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy must report it immediately to the Executive Director or to **(add the names of two other high level management positions)**.

3. Each reported incident of unlawful harassment or discrimination will be investigated. Although we cannot guarantee confidentiality, reasonable efforts will be made to disclose information only as needed to investigate and resolve a complaint. If it is determined that a complaint is valid, appropriate remedial action will be taken promptly. When appropriate, the employee will be informed that remedial action has been taken but may not be told information that **(Agency Name)** deems to be confidential.

4. Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure.

Supervisors and/or managers must report any incidents, or reports of incidents, of harassment or discrimination to one of the following individuals: the Executive Director, **(add the names of two other high level management positions)**.

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

6. Discipline and Termination of Employment

(Agency Name), in its sole discretion, may take disciplinary action up to and including the termination of an employee's employment. Employee misconduct or other concerns by **(Agency Name)** may result in an oral warning, a written warning, a probationary period, immediate suspension without pay, demotion, termination, or any other discipline **(Agency Name)**, in its sole discretion, deems appropriate, including the termination of the employee's employment.

7. Performance Evaluation

One tool your supervisor will use for communicating with you is the formal performance review. As a new employee, you may receive a performance review at the completion of your first 90 days of employment, as set out above. In addition, if you are promoted, demoted or receive a significant job change, you may receive a performance review at the completion of your first 90 days of that new job. The completion of the period of review does not alter or change the at-will status of the employee's employment.

(Agency Name) strives to review employees on a yearly basis. Generally, we attempt to conduct those reviews during the month of November, although dates and times of

employee reviews may be conducted at any time, in the sole discretion of **(Agency Name)**.

8. Open Communication & Grievance Procedure

At **(Agency Name)**, we believe that communication is at the heart of good employee relations. Employees should share their concerns, seek information, provide input, and resolve work-related issues by professionally discussing them with their supervisors until they are fully resolved. It may not be possible to achieve the results an employee wants, but the supervisor should attempt to explain in each case why a certain course of action is preferred. If an issue cannot be resolved at this level, the employee is welcome to discuss the issue with their manager. If the employee's concern cannot be resolved with their manager, the employee may discuss it with the Executive Director. The **(Agency Name)** Board is not involved in the day to day personnel matters for the agency and accordingly, employees must attempt to resolve the issue in the above manner. Only if resolution has not been reached in the above manner should the employee bring the matter to the Board.

If an employee has a concern about discrimination and/or harassment, **(Agency Name)** has set up special procedures to report and address those issues. The proper reporting procedures are set forth in the agency's Anti-Harassment and Non-Discrimination policy and employees should follow those procedures for those types of complaints or concerns.

Hours of Work and Compensation

1. Employee Classifications

In order to clarify employment status and benefits eligibility, all employees are classified as either “exempt” or “non-exempt” from overtime compensation according to the overtime provisions of state and federal laws. In addition, all employees fall into one of the following categories:

1. Regular full-time: An employee who is normally scheduled to work a standard forty (40) hours or more each work week. Generally, if you are a regular full-time employee, you are eligible for **(Agency Name)**’s benefits package, subject to the terms, conditions, limitations and eligibility requirements of each benefit program.
2. Regular part-time: An employee who is normally scheduled to work less than forty (40) hours per week, but at least twenty (20) hours per week. Regular part-time employees may be eligible for some benefits offered by **(Agency Name)**, subject to the terms, conditions, limitations and eligibility requirements of each benefit program.
3. Temporary: An employee who is hired for a specific period of time and is not expected to establish a continuity of service. It is expected that a temporary employee should not remain in temporary job status longer than six (6) months and is generally not eligible for benefits offered by **(Agency Name)**.

2. Hours of Work

The standard workweek at **(Agency Name)** is 40 hours. The standard workday is 8 hours for non-exempt employees. Workday lengths for exempt employees are determined primarily by their current workloads although general working hours are from 8:00 a.m. to 5:00 p.m. daily. As starting and ending times vary, please check with one of the supervisors or managers to determine your schedule. The workweek commences on Monday morning at 12:01 a.m. and ends the following Sunday evening at midnight.

Non-exempt employees are entitled to two (2) ten minute rest breaks each day. Normally these rest breaks will be scheduled in mid-morning and mid-afternoon, although please check with your supervisor or manager. At least a thirty (30) minute unpaid meal period is provided to any non-exempt employee who works a minimum of five (5) hours per day. Again, check with one of the supervisors about when you take this lunch break. Non-exempt employees are expected to take their full allotted time for lunch. In the event that non-exempt employees are requested to work beyond eight hours, they may be entitled to a second meal break or another rest period. Exempt employees should schedule their lunch to accommodate the needs of the **(Agency Name)**.

3. Attendance

Regular and timely attendance is essential for **(Agency Name)** to function productively. Absences and tardiness (or leaving early) are disruptive to the efforts of your colleagues and **(Agency Name)**. Unexplained absences and excessive tardiness, or leaving early, will not be tolerated and may lead to disciplinary action, up to and including termination of employment. **(Agency Name)** may require employees to provide medical certification from a health care provider for absences due to illness or injury.

If you are not able to attend work, or if you will need to arrive to work late or leave earlier than your normally scheduled shift, you are required to contact your supervisor or manager prior to start of the scheduled shift (notifying another co-worker is not sufficient), and as far in advance as possible. You should indicate the reason for your absence or lateness and when you expect to be at work. Employees who do not report to work on time and do not call may be subject to disciplinary action, up to and including the termination of employment.

4. Overtime for Non-exempt Employees

From time to time, it may be necessary for employees to perform additional or overtime work in order to complete a project or duty. Non-exempt employees will be paid overtime for hours worked in excess of 40 hours a week. When it is necessary to work overtime, non-exempt employees must obtain approval from their supervisor or manager prior to working the overtime hours. Failure to obtain prior approval for overtime hours may result in disciplinary action, up to and including the termination of employment.

5. Wage and Salary Review

(Agency Name) attempts to pay employees a competitive rate that reflects the employee's job position and performance. **(Agency Name)** endeavors to review wages and salaries at intervals and, where business interests allow, make adjustments to reflect an employee's performance or other factors **(Agency Name)** considers appropriate.

Benefits and Leaves of Absence

1. Holidays

The following holidays will generally be observed as holidays for **(Agency Name)** regular full time and part-time employees:

New Year's Day
Presidents Day (observed)
Memorial Day
4th of July
Labor Day
Thanksgiving
The day after Thanksgiving
Christmas Day
The day after Christmas Day

If any of these above holidays fall on a Saturday, the holiday will be taken on the Friday before the holiday. If any of these above holidays fall on a Sunday, the holiday will be taken on the Monday after the holiday. In addition, regular part-time employees will be paid holiday pay on a pro-rata basis. For example, if you generally work four days per week, you will be paid 6 hours of holiday pay for that observed holiday.

Except for any holidays mandated by state or federal law, **(Agency Name)** holidays are subject to change at the sole discretion of the agency.

2. Vacations

Vacation time with pay is available to eligible regular full-time and regular part-time employees. The amount of vacation time employees receive each year increases with the length of the employee's employment. Vacation time begins to accrue with the employee's first full pay period. Vacation time accrues for regular full-time employees as follows:

Length of Service	Accrual Rate Per Month	Accrual Rate Per Year
0-3 years	10 hours	15 days (120 hours)
3-7 years	12 hours	18 days (144 hours)
7+ years	14 hours	21 days (168 hours)

Vacation time accrues for regular full-time employees only. Regular part-time and temporary employees do not accrue or receive paid vacation time.

Employees may begin using vacation time as soon as it has accrued. Vacation time may be advanced to an employee with approval from your manager. If an employee seeks advanced vacation time, the employee must first agree in writing to allow unearned but used vacation time to be deducted from the final paycheck in cases where employment ends before the vacation is earned.

To take vacation, employees must request advance approval from their manager. Generally, an employee seeking vacation time should give at least two weeks prior notice of the request to help with scheduling. An employee can only take vacation time in two week increments or less, unless the employee obtains prior approval from their supervisor or manager, or unless the leave is due to illness or injury.

Employees are encouraged to use accrued vacation time for rest, relaxation, or personal pursuits. In addition, employees may elect to take accrued vacation time to care for: (1) a child of the employee with a health condition that requires treatment or supervision; or (2) a spouse, parent, parent-in-law, or grandparent of the employee with a serious health condition or an emergency condition. Employees must take vacation time in whole day increments. Non-exempt employees must take vacation in at least one hour increments.

Employees who do not use accrued vacation time during the year cannot carry over the unused time to the following year. Accrued but unused vacation time will not be paid out upon separation from employment.

3. Sick Leave

(Agency Name) provides paid sick leave benefits to all regular full-time employees for periods of temporary absences due to illnesses or injuries. In addition, regular full-time employees may elect to take accrued sick leave time to care for: (1) a child of the employee with a health condition that requires treatment or supervision; or (2) a spouse, parent, parent-in-law, or grandparent of the employee with a serious health condition or an emergency condition.

Regular full-time employees accrue 40 hours of paid sick leave per year. Regular part-time employees and temporary employees do not accrue paid sick leave.

Whenever possible, sick leave must be approved in advance by your manager. If you are not able to get advanced approval due to an emergency, you must notify your manager as soon as practicable. (Agency Name), at its sole discretion, may require employees to provide medical documentation from a health care provider for absences due to illness or injury.

Sick leave does not carry over from year to year. In addition, it cannot be converted to cash, or used as holiday or vacation time. Accrued unused sick leave will not be paid out if your employment with the agency ends.

4. Family Medical Leave

The following is a summary of **(Agency Name)**'s Family and Medical Leave Policy. Further information regarding the Family and Medical Leave Act of 1993 (FMLA), and state and local leave laws, may be obtained from the **(designated Human Resource position)**.

The FMLA establishes rules for certain categories of unpaid leaves of absence. Eligible (or "qualified") employees may take up to a total of twelve (12) weeks unpaid leave in a twelve month period in connection with the birth, adoption or foster care placement of a child, or the serious health condition of the employee or an immediate family member (immediate family members include children, spouse or parents). "New child leave," must be taken in consecutive weeks, while leave due to an employee's or family member's serious health condition may be taken in consecutive weeks, intermittently, or on a reduced work/leave schedule, if supported by the appropriate medical certification.

Employees eligible for such leave are those who have been employed for at least 12 months and have worked at least 1,250 hours of employment for **(Agency Name)**. Employees must provide at least 30 days notice of a foreseeable leave to **(designated Human Resource professional or Executive Director)**. If the leave is not foreseeable 30 days in advance, then the employee must give as much notice as practicable under the circumstances. FMLA entitlement is calculated beginning **(when the employee first takes leave) (when an employee starts employment with Agency Name) (on a calendar year beginning in (month) of each year)**.

When an employee gives notice of a requested FMLA leave for purposes of a serious health condition, the employee will be required to provide medical certification that the requested leave is medically necessary. **(Agency Name)** reserves the right to require periodic certifications (at least every 30 days) for extended leaves under FMLA. Employees are also required to periodically inform **(Agency Name)** of his/her condition and return-to-work status.

(Agency Name) may require that accrued but unused vacation, paid sick leave, or any other accrued paid leave be used as part of the leave period. Except for accrued vacation, paid sick time, or other accrued paid leave, family and medical leave will be leave without pay. Health benefits will continue during such leave, although you may be required to reimburse **(Agency Name)** for the benefits in the event you do not return to work at the conclusion of the leave. Other flexible benefit options may be continued, which are in effect prior to the leave, if the employee chooses to pay the full cost for the selected options. However, when an employee is out on FMLA leave, s/he does not continue to accrue vacation pay, sick leave or any other accrued benefits.

Employees returning from an FMLA leave will generally be re-employed in either the same job or one of equivalent status and pay, depending on the conditions which exist when the employee is ready to return to work. Exceptions may exist for "key"

employees. Returning employees may also be required to provide medical certification that they are able to return to work.

This policy merely outlines your benefits under the FMLA. Some additional leave may be available under state or local laws. Where allowed by state or federal law, all leaves will run concurrently. Where the law allows, all approved leave, whether paid or unpaid, will be counted against an employee's annual family and medical leave entitlement under this policy and the law. This means that workers' compensation leave, leave for a nonindustrial injury or illness, leave as a reasonable accommodation for a qualified individual with a disability, federal family medical leave, and/or state family leave may all run concurrently where allowed by law and be counted against the employee's annual family leave entitlement. If you believe you may need to avail yourself of this policy, you are encouraged to contact the **(designated Human Resource position)** for more specific information.

5. Maternity Leave

A leave of absence will be granted to an employee for the period of time that she is actually ill or disabled due to pregnancy or childbirth. The employee shall provide medical documentation from her physician setting forth the medical necessity for the leave and the expected duration of the leave.

An employee taking a leave of absence for the period of disability relating to pregnancy and childbirth has the right to return upon expiration of such leave to the same position, or a similar position of comparable pay and benefits, unless business necessity prevents the company from returning the employee to such position. If an employee extends her pregnancy-related leave beyond the period of actual disability, the employee has no right to return to the same or similar position upon expiration of such leave.

Maternity leave is unpaid but an employee may elect to use all accrued sick leave and accrued vacation time during maternity leave. **(Agency Name)** may request that the employee pay employee benefits during leave.

The request for maternity leave should be made in writing to the Executive Director or **(add the names of two other high level management positions)** at the earliest possible date.

6. Bereavement Leave

(Agency Name) allows employees bereavement leave for the death of an employee's immediate family. For purposes of bereavement leave, the employee's immediate family is defined as the employee's spouse, child, grandchild, parent, brother, sister, in-laws, grandparents, guardian of the employee, or the death of any person residing with or legally dependent upon the employee.

(Agency Name) may pay non-exempt employees (who have completed 3 months of employment) their normal wages, up to a maximum of 5 working days for bereavement leave. Exempt employees should speak with their supervisor about payment for bereavement leave.

7. Jury Duty

(Agency Name) allows all employees who are called to serve on jury duty to take the time required to serve. Employees who are summoned for jury duty or who are subpoenaed to appear in court or in deposition should present a copy of the summons or subpoena to your supervisor or manager. Employees who are dismissed from jury duty or are not required to remain in court must report to work during regular work hours.

(Agency Name) may pay non-exempt employees (who have completed 3 months of employment) their normal wages, up to a maximum of 5 working days for jury duty. Exempt employees should speak with their supervisor about payment for jury duty.

8. Military Leave

It is the policy of (Agency Name) to comply with Washington state and federal laws regarding leave for military service, including reinstatement as required by those laws. If you have any questions about your rights under Washington State and federal law for military leave, please see the **(designated Human Resource position)**

9. Personal Leave

Under limited circumstances, employees may be granted a leave of absence for emergency circumstances (where the employee does not have available other leave, such as sick leave, vacation leave, etc.). Generally, this leave is only for extraordinary circumstances, and the decision about whether an employee will be granted such a leave is at the sole discretion of the Executive Director. The leave is unpaid.

10. Benefits

(Agency Name) offers benefits to its eligible employees, to assist with health care coverage and related expenses. Eligible employees will receive information about these programs and eligibility requirements on a periodic basis. In the event you have questions regarding eligible benefits or need information, please contact the **(designated Human Resource position)**.

11. Notice of Changes

Any change in name, address, telephone number, marital status or number of exemptions an employee is claiming must be reported to the **(designated Human Resource position)**. It is the employee's sole responsibility to notify the above person of the necessary changes for tax and benefit purposes.

Miscellaneous

1. Employment of Relatives

While **(Agency Name)** has no prohibition against hiring relatives of other employees, close family members such as parents, children, spouses, siblings, significant others, or in-laws will not be hired into, or transferred from, positions where they directly or indirectly supervise or are supervised by another close family member or significant other. **(Agency Name)** reserves the right to determine in all cases if a close relationship exists to prohibit a supervisory relationship.

2. Electronic Communication and Technology

(Agency Name) respects the individual privacy of its employees. However, employee privacy does not extend to employees' work-related conduct or to the use of company-provided equipment or supplies. Employees should be aware that the following policy might affect their privacy in the workplace:

It is the policy of **(Agency Name)** to provide the communication services, computers, and other equipment necessary for the conduct of its business. It is the further policy of **(Agency Name)** to reserve the right to monitor its employees' use(s) of these communication services, computers, and other equipment to ensure that professional and business performance and conduct standards are maintained.

(Agency Name) communication services, computers, and all other electronic systems are for the sole purpose of conducting the company's business. These systems are not intended to be used by employees for conducting personal business, playing electronic or video games, storing personal documents, etc., or for any other personal reason. Inappropriate use of the company's communications and/or computer systems may result in disciplinary action, up to and including termination of employment.

All information stored in the computers and other electronic record-keeping devices is the property of **(Agency Name)**. Specifically, but without limitation, all documents, data, software, hardware, tapes, taped messages, voice mail, electronic mail, etc., stored in the company's communications and computer systems are the property of **(Agency Name)** and may be used and accessed by the company at any time and in any manner it deems appropriate.

(Agency Name) reserves the right to access, alter, save, copy, recreate, print, and/or use this electronic data in any method not prohibited by law. **(Agency Name)** may and can monitor employee activity on its communications systems, its computers, its electronic record-keeping and/or storage systems as it deems necessary, without prior notification to the employees who customarily use these systems.

All electronically based computer programs and software are owned and licensed to **(Agency Name)** and may not be used or copied for personal use or for any non-company business purpose. Employees are prohibited from installing any unauthorized software onto computers owned by **(Agency Name)**

No employee, unless authorized in writing by the Executive Director or **(the Board)**, may remove or download any records maintained in the agency's computer systems or other electronic record-keeping, and/or storage devices.

All portable equipment provided for an employee's use, such as laptops, fax machines, wizards, and cellular phones, must be promptly returned to the company when such equipment is no longer required or immediately upon the employee's departure from **(Agency Name)**. All equipment must be returned in good condition. Any damage beyond reasonable wear and tear shall be the financial responsibility of the employee.

Employees may not use **(Agency Name)**'s voice mail, electronic mail, desktop computers, fax machines or the Internet in any way that may be seen as insulting, disruptive, or offensive by other persons. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message or file that can be construed to be unlawful discrimination or harassment of others based on their race, color, national origin, religion, age, sex, sexual orientation, marital status, veteran's status, physical or mental disability or any other characteristic protected by state, federal or local law.

3. Health and Safety

Safety is the responsibility of all employees at **(Agency Name)**. It is the policy of **(Agency Name)** to comply with all federal and state safety and health guidelines for the protection of its employees. Please report all injuries (no matter how slight) to your supervisor or manager immediately, as well as anything that needs repair or appears to be a safety hazard. Failure to adhere to **(Agency Name)**'s safety standards and practices can result in disciplinary action, up to and including termination of employment.

4. Violence in the Workplace

(Agency Name) is committed to maintaining a workplace that is free from violence and threats of violence. Employees should promptly report any acts of violence or threats of violence, including actions of coworkers and members of the public, to their supervisor or another manager. Employees who engage in acts of violence or make threats of violence are subject to discipline, up to and including the termination of employment.

5. Substance Abuse

While at work, each **(Agency Name)** employee has a responsibility to coworkers, and to the general public, to perform his or her work in a safe and conscientious manner. **(Agency Name)** expects employees to be able to work in an environment free from the effects of alcohol and/or other job-impairing substances. This does not mean that employees cannot perform their jobs while taking prescription or nonprescription medications in accordance with a lawful prescription or consistent with the standard dosage recommendations, unless such medications cannot be taken in a safe manner, or if the medications impair the employee's ability to do the essential functions of his or her position with or without an accommodation that does not create an undue hardship for **(Agency Name)**.

Employees in safety-sensitive jobs are responsible for notifying the Executive Director or **(add the names of two other high level management positions)** if they are taking medications which may interfere with their ability to do their jobs safely. In addition, the unauthorized use, sale, or possession, by any employee, of alcohol, controlled substances, drugs not medically authorized and used in the manner prescribed, or other substances which may impair job performance or pose a hazard to the safety and welfare of the individual employee, the public, or other employees, is strictly prohibited and may result in disciplinary action, up to and including the termination of employment.

6. Outside Employment

Outside employment, second jobs, or "moonlighting" may create a conflict of interest, and regular employees must therefore obtain approval in advance from either the Executive Director. If you are an employee at **(Agency Name)** and outside employment has been approved, any activities related to that outside employment must be conducted off-site and not during regularly scheduled work hours.

7. Confidential Information

Employees of **(Agency Name)** will receive and have access to information that is confidential in nature to the agency, its consumers and vendors. Employees are not to disclose any such confidential information to (a) any other person in the agency unless there is a legitimate business reason for doing so; or (b) any person outside the agency unless management has expressly stated that the information can be disclosed to that person. This obligation exists even after the employee leaves the organization. Compliance with the Public Disclosure Requests must be handled according to the law and by following **(Agency's Name)** policy for dealing with such requests.

8. Ethics and Conflicts of Interest

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of the agency. **(Agency Name)** requires that the transactions employees participate in are ethical and within the law, both in letter and spirit.

(Agency Name) recognizes that different agencies have different codes of ethics. However, just because a certain action may be acceptable by others outside of **(Agency Name)** as “standard practice,” that is by no means sufficient reason to assume that such practice is acceptable at our agency. There is no way to develop a comprehensive, detailed set of rules to cover every business situation. The tenets in this policy outline some basic guidelines for ethical behavior at **(Agency Name)**. Whenever employees are in doubt, they should consult with their manager.

Conflicts of interests or unethical behavior may take many forms including, but not limited to, the acceptance of gifts from vendors, potential vendors, or consumers of the agency. Employees are cautioned not to accept any form of remuneration or non-business related entertainment, nor may employees sell to third parties any information, products, or materials acquired from the agency. Employees may engage in outside business activities, provided such activities do not adversely affect the agency or the employee’s job performance and the employee does not work for a vendor, or consumer. Employees are prohibited from engaging in financial participation, outside employment or any other undertaking that is prejudicial to the best interests of **(Agency Name)**. Employees may not use proprietary and/or confidential information for personal gain or to the agency’s detriment, nor may they use assets or labor for personal use.

If an employee has a financial or employment relationship with a vendor, potential vendor, or consumer of the agency, the employee must disclose this fact in writing to the Executive Director. The agency will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough, **(Agency Name)** may be forced to ask the employee to tender his/her resignation. **(Agency Name)** has sole discretion to determine whether such a conflict of interest exists.

Employees are encouraged to seek assistance from their managers with any ethical concerns. However, **(Agency Name)** realizes this may not always be possible. As a result, employees may contact the Executive Director to report any ethical concern they cannot discuss with their manager. Employees should refer to the reporting procedures under the Anti-Harassment and Non-Discrimination policy for reporting unlawful harassment or discrimination.

Receipt and Acknowledgment
of (Agency Name)'s Employee Handbook

The Employee Handbook is a guide intended to help you become acquainted with **(Agency Name)** and its policies and procedures. You understand that these policies and procedures described in this Employee Handbook are not conditions of employment and do not constitute a promise of specific treatment in specific situations. You further understand that **(Agency Name)** may, in its sole discretion, change, delete, suspend or discontinue or deviate from any part or parts of the policies in this Employee Handbook at any time with or without prior notice or reason. Any such changes made by **(Agency Name)** will immediately supersede the current contents of this Employee Handbook. You acknowledge that this Employee Handbook is effective as of the date below and replaces and supersedes all previous employee handbooks.

In addition, by your signature below, you further acknowledge that you understand that your employment with (Agency Name) is terminable at-will, either by yourself or (Agency Name), and that nothing in this Employee Handbook is intended to or does alter the at-will status of your employment. No one at (Agency Name), other than the Executive Director or Board, and then only in writing, has the authority to enter into any employee agreement that in any way modifies the at-will status of your employment at (Agency Name).

Your signature below indicates that you have read and understood this statement and have received a copy of the **(Agency Name)** Employee Handbook. Your signature further acknowledges and agrees that you will read and familiarize yourself with its contents and follow the policies and rules indicated.

Date

Employee's Printed Name

Employee's Signature