

Employee Handbook Contents

1. Employment Policies Equal Opportunity Employment.....6 Open Door.....6 Introductory Period.....6 Employment of Relatives.....7 Outside Employment.....7 Rules and Regulations.....7	5. Disciplinary Action Discipline.....17 Counseling.....17 Causes for Dismissal.....18 Termination.....18 Grievance Procedure.....19
2. Personnel Guidelines Absenteeism and Tardiness.....8 Safety.....9 Weapons.....9 Harassment.....9 Substance Abuse.....10 Dress Code.....11 Ethical Standards.....12	6. Benefits – General Personal Time Off (PTO).....19 Holidays.....20 Jury Duty.....20 Military.....20 Voting.....20 Extended Leave of Absence.....21 Pension Plan.....21 FMLA.....21 ADA.....22
3. Pay Administration Pay Period.....13 Pay Practices.....13 Wage Garnishment.....13 Pay Opportunity.....13 Overtime.....14 Bonus/Incentives.....14	7. Benefits – Insurance Medical.....23 Dental.....23 Life.....23 Worker's Compensation.....24 Long Term Disability.....24 COBRA.....24 Other.....24
4. General Guidance Suggestions.....14 Personnel Records.....14 Release of Information.....15 Telephone Use.....15 Electronic Communication.....15 Internet.....15 Bulletin Board.....15 Solicitations & Distributions.....16 Protection of Property.....16 Smoking.....16 Lunch & Rest Breaks.....17 Gambling.....17	8. Other Policies Adverse Operating Conditions.....25 Educational Assistance.....25 Membership (credit union).....25 EAP Employee Assistance.....26 Travel.....26 Employee Credit Committee.....26 Fraud.....26
	9. Addendum