

# Employee Handbook Template

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## EMPLOYEE HANDBOOK

[EMPLOYER NAME]

[ADDRESS]

[CITY], [STATE] [ZIP]

Effective Date: [POLICY EFFECTIVE DATE]

THIS EMPLOYEE HANDBOOK ("Handbook") PROVIDES A SUMMARY OF THE POLICIES, PRACTICES, AND BENEFITS OF [EMPLOYER NAME] ("EMPLOYER"). THIS HANDBOOK IS PROVIDED FOR GUIDANCE ONLY AND DOES NOT CREATE A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED, UNLESS OTHERWISE STATED IN WRITING. WHERE STATE OR FEDERAL LAW REQUIRES A DIFFERENT POLICY, THE LAW WILL CONTROL.

### 1. INTRODUCTION

1.1 Purpose. The purpose of this Handbook is to inform Employees of the policies, rules, and benefits of the Employer and to provide a general description of the terms and conditions of employment.

1.2 Scope. This Handbook applies to all employees of [EMPLOYER NAME] unless a specific policy states otherwise.

1.3 At-Will Employment. Unless a written agreement signed by [AUTHORIZED SIGNATORY] states otherwise, employment with the Employer is "at-will," which means that either the Employee or the Employer may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law. [AT-WILL STATEMENT]

### 2. DEFINITIONS

2.1 "Employee" means any person employed by [EMPLOYER NAME].

2.2 "Full-Time" means an Employee regularly scheduled to work [X] hours per week.

2.3 Additional definitions may be added as needed.

### 3. EMPLOYMENT CLASSIFICATION

3.1 Categories. Employees are classified for administrative and benefit purposes as: (a) Full-Time; (b) Part-Time; (c) Temporary; (d) Exempt; and (e) Non-Exempt.

3.2 Pay Basis. Non-exempt employees are paid hourly and eligible for overtime in accordance with the Fair Labor Standards Act and applicable state law. Exempt employees are salaried and may be exempt from overtime; job descriptions should list exemption status.

### 4. EQUAL EMPLOYMENT OPPORTUNITY

4.1 Policy. The Employer is committed to equal employment opportunity and prohibits discrimination on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, genetic information, veteran status, or other protected characteristic as required by federal, state, or local law.

4.2 Reasonable Accommodation. The Employer will provide reasonable accommodations for qualified individuals with disabilities and for religious observances, unless doing so would impose an undue hardship.

### 5. ANTI-HARASSMENT AND COMPLAINT PROCEDURE

5.1 Prohibited Conduct. Harassment, including sexual harassment, is strictly prohibited. Prohibited conduct includes unwelcome verbal, physical, or visual harassment.

5.2 Reporting. Employees should report harassment or retaliation to their supervisor, Human Resources,

or [HR CONTACT]. Reports will be investigated promptly and confidentially to the extent possible.

5.3 Non-Retaliation. Retaliation against anyone who reports harassment or participates in an investigation is prohibited.

## **6. HIRING AND ORIENTATION**

6.1 Offer Letters. All employment offers shall be documented in writing and specify position, start date, compensation, and any contingency requirements.

6.2 Background Checks and Eligibility to Work. Employment is contingent upon satisfactory background checks and proof of eligibility to work in the United States as required by law.

6.3 Orientation. New Employees will participate in orientation and receive training on essential policies.

## **7. WORK SCHEDULES AND ATTENDANCE**

7.1 Work Hours. Normal work hours are [START TIME] to [END TIME], [DAYS]. Work schedules may be modified to meet business needs.

7.2 Attendance and Punctuality. Regular attendance and punctuality are essential. Excessive absenteeism or tardiness may result in disciplinary action.

7.3 Overtime. Non-exempt Employees must obtain prior authorization from their supervisor before working overtime.

## **8. COMPENSATION**

8.1 Pay Periods. Employees are paid on a [BIWEEKLY/MONTHLY] basis. Paydays and pay periods will be communicated by Payroll.

8.2 Payroll Deductions. The Employer will make required tax withholdings and other authorized deductions.

8.3 Timekeeping. Non-exempt Employees must accurately record all hours worked.

## **9. BENEFITS**

9.1 Health Insurance. Eligibility and enrollment details for medical, dental, and vision plans will be provided in separate benefit plan documents.

9.2 Retirement Plans. Information on retirement plan options, eligibility, and employer contributions is available from Human Resources.

9.3 Paid Time Off (PTO). The Employer provides paid time off for vacation, personal days, and sick leave as summarized in the PTO policy attached to this Handbook.

9.4 Leave Policies. Leave availability and procedures, including leave under the Family and Medical Leave Act (FMLA), state leave laws, and other leave types, are described in separate policies.

## **10. HOLIDAYS**

10.1 Observed Holidays. The Employer observes the following holidays: [LIST HOLIDAYS]. Eligibility for holiday pay is governed by the Holiday Pay Policy.

## **11. FAMILY AND MEDICAL LEAVE AND OTHER LEAVES**

11.1 FMLA. Eligible Employees may take leave under the Family and Medical Leave Act consistent with federal and state law. Eligibility and procedures are described in the FMLA policy.

11.2 State and Local Leaves. To the extent applicable, state and local leave laws will be observed.

11.3 Military Leave. Military leave will be provided in accordance with law.

## **12. EMPLOYEE CONDUCT AND STANDARDS OF PERFORMANCE**

12.1 Professional Conduct. Employees are expected to conduct themselves professionally and to follow workplace rules and supervisory direction.

12.2 Dress and Grooming. Employees should follow the Employer's dress code as described in the Dress Code Policy.

12.3 Conflict Resolution. Employees should attempt to resolve work-related disputes through their supervisor or Human Resources.

### **13. DISCIPLINE AND TERMINATION**

13.1 Progressive Discipline. The Employer may use progressive discipline, including counseling, written warnings, suspension, and termination. The Employer reserves the right to use immediate termination for serious misconduct.

13.2 Termination Procedures. Upon separation, Employees must return Employer property and complete exit procedures.

### **14. CONFIDENTIALITY AND NON-DISCLOSURE**

14.1 Confidential Information. Employees must safeguard confidential and proprietary information of the Employer and its clients. Confidential information includes trade secrets, business plans, financial data, and customer information.

14.2 Non-Disclosure. Employees may be required to sign confidentiality and non-disclosure agreements as a condition of employment.

### **15. CONFLICT OF INTEREST**

15.1 Avoiding Conflicts. Employees must avoid situations where personal interests conflict with the interests of the Employer. Outside employment that conflicts with job duties is prohibited without prior approval.

### **16. INTELLECTUAL PROPERTY**

16.1 Ownership. All intellectual property created by an Employee within the scope of employment or with the use of Employer resources is the exclusive property of the Employer, subject to applicable law.

### **17. TECHNOLOGY, EMAIL, AND SOCIAL MEDIA**

17.1 Use of Employer Technology. Employer computers, networks, and systems are for business use. Limited personal use may be permitted consistent with policy.

17.2 Monitoring. The Employer reserves the right to monitor use of its systems in accordance with applicable law.

17.3 Social Media. Employees should not disclose confidential information on social media and must comply with the Social Media Policy.

### **18. PRIVACY AND RECORDS**

18.1 Personnel Records. Employee personnel files are maintained by Human Resources. Requests for access to personnel records will be processed in accordance with law and Employer policy.

18.2 Privacy Expectations. Employees should have no expectation of privacy in Employer-provided equipment or workspaces beyond what is protected by law.

### **19. WORKPLACE SEARCHES**

19.1 Searches. The Employer may conduct workplace searches of Employer property and, where permitted by law, personal property on Employer premises.

### **20. DRUGS AND ALCOHOL**

20.1 Policy. The Employer maintains a drug- and alcohol-free workplace. Use, possession, or distribution of illegal drugs or alcohol on Employer premises is prohibited, subject to accommodation for lawful use of medications.

### **21. HEALTH AND SAFETY**

21.1 Safety Policy. The Employer is committed to maintaining a safe and healthy workplace. Employees

must follow safety policies and report hazards or accidents to their supervisor or [SAFETY OFFICER].  
21.2 Workers' Compensation. Work-related injuries must be reported immediately. The Employer provides workers' compensation insurance in accordance with state law.

## **22. RETURN OF PROPERTY**

22.1 Upon Separation. Employees must return all Employer property, including keys, equipment, documents, and electronic devices, upon termination or resignation.

## **23. RECORDS RETENTION**

23.1 Retention. The Employer will retain employment records in accordance with federal and state law and the Employer's Records Retention Policy.

## **24. SEVERABILITY**

24.1 If any provision of this Handbook is found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

## **25. AMENDMENTS**

25.1 Employer Rights. The Employer reserves the right to modify, revoke, suspend, terminate, or change any policies, procedures, or benefits described in this Handbook, with or without notice, subject to applicable law.

## **26. GOVERNING LAW**

26.1 This Handbook and all related policies shall be governed by and construed in accordance with the laws of the State of [STATE], without regard to its conflict of laws principles, except where federal law applies.

## **27. ACKNOWLEDGMENT OF RECEIPT**

I acknowledge receipt of the [EMPLOYER NAME] Employee Handbook. I understand that it is my responsibility to read and comply with the policies contained in the Handbook and any revisions made to it.

Employee Name: [EMPLOYEE NAME]

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

Date: [DATE]

Employer Representative: [AUTHORIZED SIGNATORY]

Title: [TITLE]

Employer Signature: \_\_\_\_\_

Date: [DATE]

ATTACHMENTS AND SUPPLEMENTAL POLICIES (as applicable):

- PTO Policy
- FMLA and Leave Policies
- Benefits Summary
- Social Media Policy
- Confidentiality Agreement
- Job Descriptions and Exemption Status

INSTRUCTIONS FOR USE: Replace bracketed placeholders (e.g., [EMPLOYER NAME], [STATE], [POLICY EFFECTIVE DATE], [HR CONTACT], [EMPLOYEE NAME]) with your company-specific information. Review and tailor each policy to reflect applicable federal, state, and local law. Consider review by legal counsel prior to distribution to employees.

This template is provided for informational purposes only and does not constitute legal advice. Consult a licensed attorney before signing any legal document.