

Table of Contents

I.	Introduction.....	6
A.	Mission Statement.....	6
B.	Equal Employment Opportunity.....	6
II.	Employment.....	7
A.	Employment at Will.....	7
B.	Employment Classifications.....	7
C.	Disciplinary Action.....	8
D.	Employment of Relatives.....	8
E.	Job Vacancies.....	8
F.	Employee Referral Bonus.....	9
G.	Employment Verification and Reference.....	9
H.	Worker's Compensation.....	9
I.	Americans with Disabilities (ADA).....	10
III.	Workplace Safety/Employee Conduct.....	10
A.	Harassment and Complaint Procedure.....	10
B.	Workplace Violence.....	12
C.	Workplace Bullying.....	13
D.	Alcohol, Illegal, and Controlled Substances.....	14
E.	Tobacco Usage.....	14
F.	Conduct.....	14

G.	Whistleblower Policy.....	15
H.	Severe Weather/Office Closing.....	16
I.	Hazard Communications Standard (Right-to-Know).....	16
J.	Office Emergency Procedures.....	16
1.	Fire.....	16
2.	Tornado/Severe Weather.....	17
3.	Bomb Threat.....	17
4.	Suspicious Packages or Substances.....	17
5.	Accidents/Illness.....	18
6.	Threats or Acts of Violence.....	18
7.	Visitor and Guests.....	18
8.	Employee Financial Transactions.....	18
IV.	Compensation.....	19
A.	Performance Appraisal and Salary Review.....	19
1.	Annual Employee Performance Appraisal.....	19
2.	Promotion/Reclassification.....	20
3.	Incentive Compensation Plan.....	20
B.	Payroll	21
1.	Payroll Deductions.....	21
2.	Payroll Deposits.....	21
C.	Normal Office Hours.....	21
D.	Time Reporting.....	21
1.	Meal/Rest breaks.....	21
2.	Timesheets.....	22

3.	Overtime.....	22
E.	Safe Harbor Policy.....	22
F.	Holiday Pay.....	23
G.	Floating Holidays.....	24
H.	Religious Observance.....	24
I.	Travel.....	24
V.	Time Off/ Leaves and Absences.....	25
A.	Vacation.....	25
B.	Personal Time.....	26
C.	Sick Leave.....	26
D.	Intermediate Sick Leave.....	27
E.	Bereavement Leave.....	28
F.	Jury and Witness Duty.....	28
G.	Voting Leave.....	28
H.	Nursing Mothers.....	29
I.	Family and Medical Leave (FMLA).....	29
J.	Military Leave.....	37
VI.	Benefits.....	37
A.	Employee Assistance Program (EAP).....	37
B.	Medical Coverage.....	38
C.	Health Benefits under the Consolidation Omnibus Budget Reconciliation Act (COBRA).....	38
D.	Defined Contribution Plan- 401 (k).....	41

E.	Defined Benefit Plan- Pension.....	41
F.	Learning and Professional Development.....	42
1.	Training and Continuing Education.....	42
2.	Certifications.....	42
3.	Professional Licensing and Dues.....	43
4.	Tuition Reimbursement.....	43
G.	Wellness Reimbursement.....	43
VII.	Workplace Expectations.....	44
A.	Confidentiality.....	44
B.	Conflict of Interest.....	45
C.	Dress Code.....	45
D.	Attendance and Punctuality	47
E.	Cell Phone/Voicemail Use.....	48
F.	Acceptable Use of Information Systems Policy.....	50
G.	Social Media Policy.....	53
H.	Password Policy.....	53
I.	Anti-Virus Policy.....	54
J.	Remote Access Policy.....	54
K.	Company Issued Credit Card.....	55
VIII.	General Procedures.....	56
A.	Expense Payments.....	56
B.	Pool Vehicles.....	57
C.	Personnel Files.....	57

D.	Service Awards.....	57
E.	Memorial Policy and Procedure.....	58
F.	Gift Policy.....	58
IX.	Termination of Employment.....	58
A.	Termination of Employment.....	58
B.	Retirement.....	59