

12 Complete Policies for Your Employee Handbook

This is a free resource from Aspire HR Consulting LLC, to go along with Bill Gottlin's original article:

[12 Must Have Policies for Your Employee Handbook](#)

For each policy mentioned in my blog post, here is a complete sample policy that you can cut and paste, or compare with your existing policies. Looking for even more policies? Follow this link for more information about our [Employee Handbook template](#).

Write to me and let me know if you have any questions. Enjoy!

1. A Statement of what your company is all about.

Welcome to the Company!

I would like to take this opportunity to welcome you to the Company. We are happy that you have chosen to join our team and we look forward to working with you to reach our common goals.

You have joined an organization that has established an outstanding reputation for quality products and services. Credit for this goes to every one of our employees. We hope you too, will find satisfaction and take pride in your work here.

John Q. Sample
CEO

Company Profile

John Q. Sample founded the Company over 20 years ago with a single idea, which has grown to a diverse group of products and services. The Company provides products and services used by consumers everywhere. We were founded with a single mission, to

satisfy the needs of our customers. With offices around the area, the Company has become a leader in its industry.

Mission Statement

The Company is committed to becoming the industry's leading product and service enterprise through:

- Continuous refinement of the quality of our products and services
- Expanding our capabilities
- Increasing efficiency
- Superior level of customer service
- Setting the standard of excellence in the industry

2. "At Will" Notice.

The contents of the Employee Handbook are presented as a matter of information. While this Handbook is not intended to be a book of rules and regulations it does include some important guidelines, which you should know. Except for the at-will employment provisions, the Handbook can be amended at any time. The Handbook, the plans, policies, and procedures described herein and the language used herein, are not intended to create, or is it to be construed to constitute, a contract between the Company and any or all of its employees. Likewise, neither is this Employee Handbook, the plans, policies and procedures described herein, nor the language used herein, intended to be or is, a guarantee or promise of employment or continuing employment.

You are not hired for any definite or specified period of time even though your wages are paid regularly. You are an at-will employee of the Company and your employment can be terminated at any time, with or without cause and with or without prior notice. Company policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by you and an Officer of the Company. There have been no implied or verbal agreements or promises to you that you will be discharged only under certain circumstances or after certain procedures are followed. There is no

implied employment contract created by this Handbook or any other Company document or written or verbal statement or policy.

3. Employment Classifications.

All employees are either exempt or non-exempt under the federal Fair Labor Standards Act (FLSA) and state laws.

Exempt Employees

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay or compensatory time off requirements. The basic premise of exempt status is that the exempt employee is paid on a salaried basis and is to work the hours required to meet his/her work responsibilities. This generally includes managers as well as professional, technical and designated corporate office personnel.

Non-exempt Employees

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular hourly rate of pay for overtime hours worked.

The Company has established the following Employee Classifications for compensation and benefit purposes only. Management will inform you of your classification, status and responsibilities at the time of hire, rehire, promotion, or at any time a change in status occurs. All employees will fall into one of the following classifications:

Regular Full-Time Employee

Full-time employees regularly work ____ hours per week. The employee may be exempt or non-exempt and is eligible for all employment benefits offered by the Company.

Regular Part-Time Employee

Part-time employees regularly work between ___ and ___ hours per week. Regular part-time employees working at least ____ hours per week are eligible for vacation, sick, and holiday pay on a pro-rated basis. They are ineligible for any other benefits.

Temporary Employee

Temporary employees work as needed. The employee will not receive any benefits unless specifically authorized in writing. The employee is non-exempt and is compensated on an hourly basis.

4. Equal Employment Opportunity Statement.

The Company provides equal opportunity for all qualified persons. Employment is based upon personal capabilities and qualifications without discrimination on the basis of race, religion, color, sex, gender, genetic information, sexual orientation, gender identity, pregnancy, age, national origin, ancestry, physical or mental disability, medical condition, marital status, ethnicity, alienage, amnesty, status as a covered veteran or any other protected classification, in accordance with applicable federal, state, and local laws.

This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Complaints will be handled in a confidential manner to the extent possible. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

5. Non-Discrimination and Harassment Statement.

The Company is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes

or comments based on an individual's race, religion, color, sex, gender, genetic information, sexual orientation, gender identity, pregnancy, age, national origin, ancestry, physical or mental disability, medical condition, marital status, ethnicity, alienage, amnesty, status as a covered veteran or any other protected classification, in accordance with applicable federal, state, and local laws, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities will not be tolerated.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Sexual harassment is a form of sex discrimination, which includes gender-based harassment of a person of the same sex as the harasser. It is the express policy of the Company that sexual harassment of employees or applicants, by you or agents of the Company, is unacceptable and will not be tolerated. Unwelcome or unwanted sexual advances, requests for favors or other visual, verbal or physical conduct will be deemed sexual harassment when:

- (1) Submission to such conduct is explicitly or implicitly a condition of employment;
- (2) Submission to or rejection of such conduct is used as the basis of employment decisions; and
- (3) Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may

include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the Company (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination. The Company further recognizes that allegations of this type of discrimination may have serious effects on innocent women and men. Therefore, the Company has devised two procedures to process a sexual harassment complaint. First, the normal complaint procedure as set forth herein may be utilized. Second, if the employee desires confidentiality, the following procedure may be requested:

- (1) Any employee who believes he or she has been the subject of sexual harassment should report the alleged act(s) promptly (within two working days) to a member of management or designee, giving details as related to the complaint.
- (2) Management or designee, upon receipt of the complaint, shall take immediate and appropriate steps to investigate the complaint. Confidentiality is mandatory to the maximum extent possible.
- (3) Following the investigation of the complaint, management or

designee shall weigh the facts and determine the validity of the charge. If the complaint is determined to be valid, the offender(s) shall face immediate and appropriate disciplinary action based upon the severity of the charge. This may include written warning and / or suspension, and / or discharge. If the offender is a supervisor he / she may be demoted. If the complaint is found invalid, the complaining party may request Step 2 of the normal complaint procedure.

6. Paid Time Off Policies

Vacation

Check state laws for carry over/accrual/payout of vacation days
Example

Vacation time off with pay is available to eligible full-time employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation time is earned and taken according to the following calendar year (January 1 – December 31) schedule:

<u>Length of Service</u>	<u>Vacation Days</u>
During the 1 st Full Year	5 days
During the 2 nd Full Year	10 days
During the 3 rd Full Year	10 days
During the 4 th Full Year	15 days

During the first year of employment (from your date of hire until December 31 of that year), you will earn a prorated vacation benefit based on the month you were hired. For example, if you are entitled to 10 days and you are hired on July 1, you will be entitled to 5 days vacation in your first year of employment ($10 \times 6/12 = 5$ days). For vacation calculation purposes, if your first day of work is on or before the 15th day of the month, we will count that month towards vacation entitlement.

Employees will be eligible to take vacation time after 6 months from their date of hire. Therefore, if you are not able to take vacation during your first year of employment, then you will be allowed to carry

it over into the next calendar year. Thereafter, there is no carryover allowed from year to year.

To take vacation, employees must request written approval from their supervisor at least two (2) weeks in advance. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Employees are encouraged to take vacation time in one-week increments with a maximum of one week at a time.

Vacation time is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as commissions.

Vacations do not accrue from year to year (except as stated above). In the event that available vacation earned during a calendar year is not used, it will be forfeited. You may not receive pay in lieu of any vacation time not taken unless required by state law.

If employment is terminated, accrued unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary.

7. Unpaid Time Off Policy

Family and Medical Leave

Applies to companies with 50 or more employees within 75 miles of the location where leave is being requested. Check state laws.

General Provisions

Under this policy, the Company will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the company within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition (Under the FMLA, a “spouse” means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages in states that legally recognize such civil unions).
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Human Resource manager.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level

and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Certification for the Employee's Serious Health Condition

The company will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The company will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The company may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

8. No Expectation of Privacy

E-mail is not guaranteed to be private or confidential. All electronic communications are Company property. Therefore, the Company reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don't assume that others cannot read or possibly alter your messages.

Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the Company.

All company-supplied technology, including computer systems and company-related work records, belong to the Company and not the employee. The Company routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore the resources available on the Internet, employees should use discretion in the sites that are accessed.

9. Social Media Policy

The Company recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if: it interferes with the employee's work; is used to harass co-workers or customers; creates a hostile work environment; violates any law or regulation; or harms the goodwill and reputation of the company among its customers or the community at large. The Company may take reasonable steps to monitor employee use of social media to ensure that employees adhere to the provisions of this policy and all relevant laws and regulations. The Company encourages employees to use social media within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned above.

Where no policy or guideline exists, employees are expected to use their professional judgment and take the most prudent action possible. If employees are uncertain about the appropriateness of a social media posting, they should check with their manager or supervisor.

Guidelines

- As used in this policy, "social media" includes, but is not limited to, blogs, forums, job boards, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and MySpace.
- Information that is confidential and proprietary to the Company should never be posted on any social media, even if the identity of the Company is not disclosed.
- If an employee posts on a social media site and mentions the Company, its products or services, employees, customers, and/or competitors, the employee is required to clearly and conspicuously note that they are an employee of the company and that the views posted are theirs alone and do not represent the views of the Company.
- If an employee posts positive comments about the Company's products or services, they must also clearly and conspicuously state that they are an employee of the Company.

- Do not mention Company employees, clients, customers, or partners without their expressed consent.
- Do not pick fights. If employees see a misrepresentation about the Company, refer the matter to your manager or who will then take it to Human Resources.
- Remember, employees are responsible for what they write or present on social media. Employees can be sued by other employees, competitors, customers, and any individual that views their social media posts as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment.
- Employees may not use Company equipment or facilities for non-work-related activities without permission. Social media activities are limited to the performance of job related activities during work hours. The Company monitors its facilities to ensure compliance with this restriction.
- All postings on social media must comply with the company's confidentiality and disclosure of proprietary information practices. If employees are unsure about the confidential nature of information they are considering posting, they should consult with their manager or supervisor prior to posting.
- Avoid statements about the company's future. We are a privately held Company, writing about projected growth, sales and profits, future products or services, or marketing plans could damage our ability to compete.
- Comply with copyright laws, and cite or reference sources accurately. Unless given written consent, employees may not use the Company's logo or trademarks on their posts. Do not link to the Company's website or post company material on a social media site without written permission from Sales and Marketing.

- All Company policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, noncompetition, and protecting confidential and/or proprietary information.
- Violation of this policy may lead to discipline up to and including the immediate termination of employment.

10. Substance Abuse Policy.

The Company is dedicated to providing employees with a workplace that is free of drugs and alcohol. The Company discourages drug and alcohol abuse by its employees. The Company has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at the Company. Employees who are under the influence of a drug or alcohol on the job compromise Company interests, endanger the employees own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in our products, and disruption of customer relations. Any identified usage of drugs or alcohol, or being under the influence of same during working hours will be grounds for discipline up to and including termination.

For the safety of our employees and clients, the Company retains the right to require the following tests:

- **Pre-employment:** All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. Human Resources must be consulted before sending an employee for reasonable suspicion testing.

- **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, the Company may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

Applicants who refuse to cooperate in a drug test or who test positive will not be hired.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Any employee found to use, sell, possess or distribute any illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on the Company premises, performing Company-related duties, or while operating any Company equipment, is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

Any employee taking medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions of the job and should advise his or her supervisor of any job limitations. Upon notification of job limitations, the Company will make reasonable efforts to accommodate the limitation.

The Company will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

The moderate use of alcohol at Company approved meetings, with business meals, travel, entertainment, or in an appropriate social setting, is not prohibited by this policy.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

The Company reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

11. Workplace Violence Policy.

It is the intent of the Company to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom we do business. The Company has zero tolerance for violent acts or threats of violence.

The Company expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any employee or Company property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person while on Company premises will be subject to immediate discharge.

Employees within the Company share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor or a member of management. Any threat reported to a supervisor should be brought to the attention of Management and/or the Company's Human Resources Department. Human Resources will carefully investigate all reports, and employee confidentiality will be maintained to the fullest extent possible.

In order to maintain workplace safety and the integrity of its investigation, the Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

12. Employee Acknowledgement and Receipt of Handbook

I acknowledge that I have received a copy of the Company's Employee Handbook. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it, and to seek clarification from my supervisor or the Human Resources Department for any policy or provision that I do not understand.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the Company for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

I have entered into my employment relationship with the Company voluntarily and acknowledge that there is no specified length of employment. **Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. Accordingly, either the Company or I can terminate the relationship at will, with or without cause, at any time.**

Please sign and date this receipt and return it to the Human Resources Department.

Employee's Signature

Date

Employee's Name (Please Print)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

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