

## SAMPLE PAGES EMPLOYEE HANDBOOK

Dear Employee,

Congratulations and welcome!

Our success as a team depends on clear communication and understanding. To help you with some basics, we've prepared this policy manual which you should read and refer to often. If you have questions about our policies, please don't hesitate to ask a manager.

These policies set the ground rules for a safe and pleasant work environment.

In these pages, you will learn what we expect from you. Your adherence to these policies may affect your performance evaluations and continued employment. You will also learn what you can expect from us, such as certain rights and benefits; and how to resolve conflicts if they arise.

Ultimately, these policies help our team focus on the reason we come to work each day - our guests.

Again, welcome to the team. I hope you find success and fulfillment in our company.

Sincerely,

*Owner's signature and name*

SAMPLE PAGES EMPLOYEE HANDBOOK

TABLE OF CONTENTS

<b>Section I</b>	<b>About the Company</b>	
	Company History.....	1
	Mission Statement.....	1
	General Information.....	2
	Management.....	2
<b>Section II</b>	<b>Employment Procedures</b>	
	Initial Paperwork.....	3
	Job Postings.....	4
	Employee Classifications.....	4
	Orientation.....	5
	Employment of Relatives/ Relationships...	5
	Disciplinary Actions.....	6
	Re-employment of Former Employees.....	6
	Termination.....	6
<b>Section III</b>	<b>Time Sheets, Schedules, Holidays &amp; Vacations</b>	
	Time Sheets.....	7
	Schedules and Absences.....	7
	Holidays.....	8
	Vacations.....	8
<b>Section IV</b>	<b>Compensation</b>	
	Minimum Wage .....	9
	Raises, Merit Increases, Bonuses.....	9
	Overtime.....	9
	Insurance.....	9
	Pay Days and Pay Checks.....	10
	Fringe Benefits.....	10
<b>Section V</b>	<b>Conduct on the Premises</b>	
	Guest Relations .....	11
	Employee Parking.....	11
	Employee Entrance.....	11
	Cell Phones.....	11
	Company Telephones .....	11
	Personal Belongings.....	
	Alcohol and Drugs.....	11
	Appearance.....	12
	Employee Smoking.....	12
	Employee Break Room.....	12
	Theft.....	12

SAMPLE PAGES EMPLOYEE HANDBOOK

TABLE OF CONTENTS...cont.

<b>Section V</b>	<b>Conduct on the Premises</b>	
	Firearms and Weapons.....	12
	Employee Patronage.....	12
<b>Section VI</b>	<b>Harassment</b>	
	Workplace Harassment.....	13
	Sexual Harassment.....	13
	Complaint Procedures.....	13
<b>Section VII</b>	<b>Safety and Security</b>	
	Sanitation.....	14
	Safety.....	14
	Security.....	15
	Emergency Procedures.....	15
<b>Section VIII</b>	<b>Miscellaneous</b>	
	Guest Smoking.....	16
	Alcoholic Beverages.....	16
	Lost and Found.....	16
	Outside Commitments.....	16
	Expense Reimbursements.....	16
<b>Appendix □</b>		
	Employee Acceptance Form	