

The following is intended to be an example only. This very basic example is intended to be a reference point for Employee Handbook purposes or other relevant documentation. All distributed and adopted policies and procedures should be reviewed by organization leadership and appropriate council.

Section 2: Employment Policies

2.1 Equal Employment Opportunity (EEO)

Policy Statement:

[Organization Name] is committed to providing equal employment opportunities to all employees and applicants for employment. The organization prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Scope:

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

Procedure:

- **Recruitment and Hiring:** All job postings and advertisements will clearly state that [Organization Name] is an equal opportunity employer.
- **Training:** All employees will receive training on EEO policies and procedures during their onboarding process and at regular intervals thereafter.
- **Reporting and Enforcement:** Employees who believe they have been subjected to any form of discrimination or harassment are encouraged to report the incident to their supervisor, Human Resources, or through the organization's designated reporting channels.

2.2 Anti-Harassment and Anti-Discrimination

Policy Statement:

[Organization Name] is committed to maintaining a work environment that is free from harassment and discrimination. All employees are expected to treat each other with respect and dignity.

Types of Harassment:

- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- **Bullying:** Repeated, health-harming mistreatment of one or more persons by one or more perpetrators.
- **Discriminatory Harassment:** Conduct that degrades or shows hostility toward an individual based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic.

Procedure:

- **Reporting:** Any employee who feels that they have been harassed or discriminated against should report the incident immediately to their supervisor, Human Resources, or the designated reporting channels.
- **Investigation:** All reports of harassment or discrimination will be taken seriously and investigated promptly and thoroughly.
- **Action:** Appropriate corrective action, up to and including termination, will be taken against anyone who violates this policy.

2.3 Americans with Disabilities Act (ADA)

Policy Statement:

[Organization Name] complies with the Americans with Disabilities Act (ADA) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities.

Procedure:

- **Reasonable Accommodation:** The organization will provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of their job, unless doing so would cause undue hardship.
- **Requesting Accommodation:** Employees or applicants who require an accommodation should contact Human Resources. The request should include the nature of the disability and the type of accommodation needed.
- **Interactive Process:** An interactive process will be initiated to determine the appropriate accommodation. This may include discussions with the employee, their healthcare provider, and relevant supervisors.

2.4 At-Will Employment

Policy Statement:

Employment at [Organization Name] is at-will. This means that either the employee or the organization can terminate the employment relationship at any time, with or without cause or notice, unless otherwise provided by law or contract.

Scope:

This policy applies to all employees, regardless of their position or length of service.

Procedure:

- **Acknowledgment:** All employees will be required to sign an acknowledgment of their at-will employment status as part of the onboarding process.

2.5 Hiring and Orientation

Policy Statement:

[Organization Name] aims to attract, hire, and retain qualified individuals who are committed to the organization's mission and values.

Procedure:

- **Recruitment:** Job openings will be advertised internally and externally as needed to attract a diverse pool of candidates.
- **Selection:** Candidates will be selected based on their qualifications, experience, and alignment with the organization's values.
- **Orientation:** New employees will undergo an orientation program that includes an introduction to the organization's mission, values, policies, and procedures.

2.6 Job Classifications

Policy Statement:

Employees at [Organization Name] are classified based on their employment status and role within the organization.

Classification Types:

- **Full-Time:** Employees scheduled to work [insert number] hours per week and eligible for full benefits.
- **Part-Time:** Employees scheduled to work less than [insert number] hours per week and eligible for limited benefits.
- **Temporary:** Employees hired for a specific period or project and not eligible for benefits.
- **Volunteers:** Individuals who donate their time and services without compensation and are not considered employees.

2.7 Probationary Period

Policy Statement:

New employees at [Organization Name] are subject to a probationary period to assess their fit within the organization and their performance in their role.

Duration:

The probationary period lasts for [insert number] days from the employee's start date.

Procedure:

- **Evaluation:** Supervisors will provide regular feedback during the probationary period and conduct a formal evaluation at the end.
- **Completion:** Successful completion of the probationary period will be documented, and the employee will be informed of their status.

2.8 Performance Evaluations

Policy Statement:

Performance evaluations are conducted to provide employees with feedback on their work, set goals, and identify opportunities for development.

Frequency:

Performance evaluations are conducted annually, with mid-year reviews as needed.

Procedure:

- **Self-Assessment:** Employees will be asked to complete a self-assessment prior to their evaluation.
- **Supervisor Assessment:** Supervisors will assess the employee's performance based on predefined criteria and objectives.
- **Review Meeting:** A review meeting will be held to discuss the evaluation, set goals, and develop an action plan for the coming year.
- **Documentation:** The evaluation will be documented and placed in the employee's personnel file.