

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 designated organizational leadership and appropriate council.

Section 3: Employment Practices

3.1 Hiring and Orientation

Policy Statement:

[Organization Name] is committed to recruiting and hiring individuals who are dedicated to the organization's mission and values. Our hiring process is designed to identify candidates who are not only qualified but also aligned with our organizational culture.

Procedure:

- **Job Postings:** All job openings will be advertised internally and externally to attract a diverse pool of candidates. Postings will include job descriptions, required qualifications, and instructions on how to apply.
- **Application Process:** Candidates must submit a resume, cover letter, and any other required documentation by the specified deadline. Applications will be reviewed by the hiring committee.
- **Interviews:** Selected candidates will be invited for interviews. Interviews may include multiple stages, such as initial phone screenings, in-person interviews, and final interviews with senior leadership.
- **Selection:** The hiring committee will evaluate candidates based on their qualifications, experience, and fit with the organization's values. The selected candidate will receive a job offer, contingent upon background checks and reference verification.
- **Orientation:** New employees will participate in an orientation program that includes an introduction to the organization's mission, values, policies, procedures, and team members. Orientation will also cover necessary administrative tasks, such as completing tax forms and benefits enrollment.

3.2 Job Classifications

Policy Statement:

Employees at [Organization Name] are classified according to their employment status and role. These classifications determine eligibility for benefits and other organizational policies.

Classification Types:

- **Full-Time Employees:** Scheduled to work 30 or more hours per week. Full-time employees are eligible for the full range of benefits offered by the organization.
- **Part-Time Employees:** Scheduled to work less than 30 hours per week. Part-time employees may be eligible for limited benefits, as specified in the benefits section.

- **Temporary Employees:** Hired for a specific period or project, typically less than one year. Temporary employees are not eligible for benefits unless specified in their employment contract.
- **Volunteers:** Individuals who donate their time and services without compensation. Volunteers are not considered employees and are not eligible for benefits but are covered by specific volunteer policies.

3.3 Probationary Period

Policy Statement:

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

Duration:

The probationary period lasts for 90 days from the employee's start date.

Procedure:

- **Performance Monitoring:** During the probationary period, supervisors will closely monitor the employee's performance and provide regular feedback.
- **Mid-Probation Review:** Supervisors will conduct a mid-probation review at approximately 45 days to discuss the employee's progress and address any concerns.
- **Final Evaluation:** At the end of the probationary period, a formal evaluation will be conducted to determine whether the employee has successfully completed the probationary period. Successful completion will be documented, and the employee will be informed of their status. If performance issues are identified, the probationary period may be extended or the employment may be terminated.

3.4 Performance Evaluations

Policy Statement:

Regular 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 additional mid-year reviews as needed.

Procedure:

- **Self-Assessment:** Employees will complete a self-assessment prior to their evaluation. This assessment allows employees to reflect on their achievements, challenges, and areas for improvement.
- **Supervisor Assessment:** Supervisors will assess the employee's performance based on predefined criteria and objectives. This assessment will include feedback on the employee's strengths, areas for improvement, and progress towards goals.

- **Review Meeting:** A review meeting will be scheduled to discuss the evaluation. During this meeting, the supervisor and employee will discuss the assessments, set goals for the upcoming year, and develop an action plan for professional development.
- **Documentation:** The performance evaluation will be documented and placed in the employee's personnel file. Both the supervisor and the employee will sign the evaluation to acknowledge the discussion.

3.5 Attendance and Punctuality

Policy Statement:

Regular attendance and punctuality are essential to maintaining a productive work environment and ensuring that [Organization Name] can effectively serve its mission.

Expectations:

- **Attendance:** Employees are expected to report to work as scheduled and to notify their supervisor as soon as possible if they are unable to attend due to illness, emergency, or other valid reasons.
- **Punctuality:** Employees are expected to arrive on time and be ready to begin work at their scheduled start time. Consistent tardiness may result in disciplinary action.

Procedure:

- **Notification:** Employees must notify their supervisor at least [insert number] hours before their scheduled start time if they are unable to report to work.
- **Documentation:** Absences and tardiness will be documented and monitored. Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination.

3.6 Dress Code

Policy Statement: [Organization Name] expects all employees to maintain a professional appearance that reflects the organization's values and mission.

Guidelines:

- **Business Casual:** Employees should dress in business casual attire unless otherwise specified. This includes collared shirts, blouses, slacks, skirts, and dresses.
- **Casual Days:** On designated casual days, employees may wear more relaxed attire, such as jeans and casual shirts, as long as it is neat and appropriate for the workplace.
- **Special Events:** Employees may be required to dress in formal or specific attire for certain events or meetings. Supervisors will provide guidance on appropriate dress for these occasions.

Procedure:

- **Enforcement:** Supervisors are responsible for ensuring that employees adhere to the dress code. Employees who do not comply may be sent home to change and may be subject to disciplinary action for repeated violations.

3.7 Code of Conduct

Policy Statement:

All employees of [Organization Name] are expected to conduct themselves in a manner that reflects the organization's values and promotes a positive work environment.

Guidelines:

- **Professionalism:** Employees should act professionally at all times, treating colleagues, clients, and partners with respect and courtesy.
- **Integrity:** Employees must perform their duties with honesty and integrity, avoiding conflicts of interest and maintaining confidentiality.
- **Teamwork:** Employees are encouraged to work collaboratively, supporting each other and sharing knowledge and resources.

Procedure:

- **Violation:** Any violation of the code of conduct should be reported to the employee's supervisor or Human Resources. Violations may result in disciplinary action, up to and including termination.

3.8 Conflict of Interest

Policy Statement: Employees of [Organization Name] must avoid conflicts of interest that could compromise the integrity and mission of the organization.

Guidelines:

- **Disclosure:** Employees must disclose any potential conflicts of interest to their supervisor or Human Resources. This includes outside employment, financial interests, or personal relationships that could influence their work.
- **Avoidance:** Employees should avoid situations where their personal interests could conflict with the interests of the organization. If a conflict arises, the employee must take appropriate steps to resolve it.

Procedure:

- **Reporting:** Potential conflicts of interest must be reported to Human Resources immediately. The organization will review the situation and determine the appropriate action.
- **Resolution:** Actions to resolve conflicts of interest may include reassignment of duties, restrictions on certain activities, or, in severe cases, termination of employment.

3.9 Confidentiality

Policy Statement:

Maintaining the confidentiality of sensitive information is critical to the operations of [Organization

Name]. All employees are expected to protect confidential information related to the organization, its clients, and its stakeholders.

Guidelines:

- **Confidential Information:** Includes but is not limited to client records, financial information, personnel files, and proprietary data.
- **Access:** Only authorized employees should have access to confidential information. Information should be shared on a need-to-know basis only.
- **Security:** Employees must take appropriate measures to secure confidential information, such as using passwords, locking files, and following data protection protocols.

Procedure:

- **Breach:** Any breach of confidentiality must be reported immediately to the employee's supervisor or Human Resources. Breaches may result in disciplinary action, up to and including termination.
- **Training:** Employees will receive training on confidentiality policies and procedures during onboarding and at regular intervals.

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.