

Exhibit B – Sample Handbook Layout

- I. Welcoming language.
 - A. Language that welcomes employees and emphasizes their importance.
 - B. Language that discloses the employer's history, philosophy or mission.
 - C. Language that emphasizes the "team" approach if appropriate.

- II. Statements and policies about the employment relationship.
 - A. At-will nature of relationship (applicable to all employees except those with statutory or contractual (including collective bargaining agreement-based) job protection).
 - B. Disclaimer of intent to form a contract.
 - C. Reservation of right to make policy changes or amend handbook at any time.
 - D. Effective date of policy.
 - E. Statement that all earlier policies are replaced by the current version.
 - F. Statement that employer reserves the right to terminate any employee upon learning of any inaccuracies in employee representations made during the hiring process or after employment.
 - G. Statement that to the extent any provision of the handbook conflicts with state, federal, or local law, the applicable law controls.

- III. EEO, Discrimination, and Harassment
 - A. Equal opportunity/anti-discrimination employer statements.
 - B. Sexual and other unlawful anti-harassment policy and complaint procedure.

- IV. Other employer policies and procedures.
 - A. Training periods.
 - B. Attendance.
 - C. Employment of relatives.

- D. No privacy in workspace, as to documents, paper or electronic, or as to email.
- E. Tardiness and absenteeism.
- F. Alcohol and drug use policy.
- G. Smoking.
- H. Parking.
- I. Discipline and dismissal. Make sure these provisions are carefully drafted to avoid creating a contract and allow discipline for any and all reasons.
- J. Personal appearance and grooming rules.
- K. Conflict of interest.
- L. Outside employment.
- M. Continuing education.
- N. Emergencies.
- O. Office keys.
- P. Definition of full and part-time employment.
- Q. Hours of work.
- R. Work rules.
- S. E-mail, telephone, computer and internet use.
- T. Travel policies, advances
- U. Proper use of company equipment and materials
- V. Safety
- W. Facilities

- II. What employees can expect from the company in wages and benefits.
 - A. Wage policies regarding holidays, sick days, personal days and vacations.
 - B. Pay day.
 - C. Explain how payroll deductions are handled.
 - D. Overtime policies.
 - E. Leaves of absence (medical, bereavement, jury duty, personal, family).
 - F. Bonuses.
 - G. Seniority.
 - H. Health and life insurance packages.
 - I. Pension and profit sharing plans.
 - J. Pay Period
 - K. Holidays
 - L. Time Records
 - M. Performance evaluations
 - N. Inside posting for jobs