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EMPLOYEE POLICY MANUAL

July 23, 2003

TO: ALL EMPLOYEES

FROM: \_\_\_\_\_, COMPANY NAME

1. WORKING HOURS: Describe briefly the policy you will set for working hours, including starting time, how much time will be allowed for lunch, knocking-off time, and which days of the week employees will be expected to work.

2. OVERTIME: Outline your policy on overtime work. Federal law requires all hours over 40 to be paid at one and one-half times the employee's regular hourly rate for employees other than administrative and/or professional. Points to consider here will include whether you will pay exempt employees (administrative and professional) overtime if they work extra hours and whether you will require employees to obtain permission to work overtime.

3. COMPENSATION: Make a list of job positions in the company other than your own, and the compensation level for each. On a separate piece of paper, write out a specific job description for each position, outlining duties and responsibilities.

<u>Position</u>	<u>Hourly Wage</u>	<u>Salary</u>	<u>Total monthly pay</u>
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4. VACATION POLICY: Describe how much paid vacation employees will have, how this may increase after a certain number of years of service and whether vacation time and sick leave time off will be combined into a single category for employees, as some companies now do to reward employees who do not abuse sick leave, and to discourage others from using sick leave as additional vacation by playing "hooky". Will you pay employees who terminate for unused vacation?

5. SICK LEAVE POLICY: Discuss how you will treat paid sick leave, unpaid sick leave, sick pay is not exempt from FICA tax.

6. LEAVES OF ABSENCE: Will it be paid? For what reasons will it be granted?

7. TIME OFF WITH PAY: Consider funerals, emergencies, jury duty, childbirths, etc.

8. PROMOTIONS AND EVALUATIONS: Consider employee evaluations, when promotions will be made? etc.

9. FRINGE BENEFITS: Consider medical insurance, long-term disability insurance, life and dental insurance, medical expense reimbursements, child care benefits, maternity benefits, pension or profit sharing plans, paid holidays, auto allowances, expense accounts, employee discounts on purchases, stock options incentive bonus plans, etc.

