

# SweeterHR Handbook Outline

INTRODUCTION

AT-WILL EMPLOYMENT

RIGHT TO REVISE

EQUAL EMPLOYMENT OPPORTUNITY

ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

ACCOMMODATIONS

OPEN DOOR POLICY

ACCESS TO PERSONNEL FILES

COMPANY POLICIES

EMPLOYEE STATUS

VERIFICATION OF IDENTITY/EMPLOYMENT ELIGIBILITY

WHISTLEBLOWER POLICY

POLICY AGAINST WORKPLACE VIOLENCE

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

SMOKE-FREE WORKPLACE

LACTATION ACCOMMODATION POLICY

SOCIAL MEDIA POLICY

BULLYING/ABUSIVE CONDUCT

DRESS CODE

EMPLOYEE CONDUCT AND DISCIPLINE

CONFLICTS OF INTEREST



PAYROLL AND TIMEKEEPING

HOURS OF OPERATIONS AND WORK SCHEDULES

ATTENDANCE

PAYCHECK INFORMATION

REST BREAKS AND MEAL BREAKS

OVERTIME

PROHIBITION AGAINST WORKING OFF THE CLOCK

ONE DAY'S REST IN SEVEN

SPLIT SHIFT PAY

REPORT-IN PAY

EXPENSE REIMBURSEMENT

BENEFITS

SICK TIME

VACATION TIME

HOLIDAYS

WORKER'S COMPENSATION

STATE DISABILITY INSURANCE

PAID FAMILY LEAVE

UNEMPLOYMENT INSURANCE

TIME OFF AND LEAVES OF ABSENCE

TERMINATION

CLOSING STATEMENT

