

TABLE OF POLICIES

INTRODUCTION TO THE IDAHO EMPLOYMENT POLICIES HANDBOOK

Introduction
Attributions and Acknowledgements
Liability Disclaimer

1.0 INTRODUCTION TO EMPLOYEE HANDBOOK

1.1 Introductory Statement from Employer

2.0 EMPLOYMENT AT-WILL

2.1 Employment At-Will
2.2 Contractual Status of Handbook

3.0 EQUAL EMPLOYMENT OPPORTUNITY

3.1 Equal Employment Opportunity Statement
3.2 Anti-Harassment Documentation
3.3 Sexual Harassment
3.4 Other Types of Harassment
3.5 Americans with Disabilities Act Compliance
3.6 Grievance Procedure

4.0 AFFIRMATIVE ACTION

4.1 Affirmative Action

5.0 IMMIGRATION

5.1 I-9s and Verification of Employment Authorization
5.2 Visa Categories of Interest to Idaho Employers

6.0 HIRING

6.1 Recruitment and Selection
6.2 Screening and Hiring
6.3 Pre-employment Physical Examinations

7.0 COMPENSATION

7.1 Hourly Employee Wage Determinations
7.2 Salary Determinations
7.3 Paydays and Paychecks/Advances/Deductions
7.4 Office Hours and Attendance
7.5 Employee Data Changes
7.6 Access to Personnel Records
7.7 Verification of Employment

8.0 BENEFITS

- 8.1 Group Insurance Coverage
- 8.2 Group Health Continuation Coverage (COBRA)
- 8.3 Retirement Plans

9.0 EMPLOYEE LEAVE

- 9.1 Paid Time Off (PTO)
- 9.2 Vacation Leave
- 9.3 Sick Leave
- 9.4 Funeral/Bereavement Leave

10.0 PERFORMANCE EVALUATION

- 10.1 Performance Review
- 10.2 Compensation Increases
- 10.3 Promotion

11.0 COMMUNICATIONS

- 11.1 General Company Communications
- 11.2 Public Communications

12.0 OFFICE CONDUCT

- 12.1 Smoking
- 12.2 Use of Personal Cellular Phones and Similar Devices
- 12.3 Dress Code

13.0 TRAVEL AND ENTERTAINMENT

- 13.1 Business Travel Expense Policy
- 13.2 Operation of Company Vehicle

14.0 SUBSTANCE ABUSE

- 14.1 Drug and Alcohol Possession and Use
- 14.2 Drug Testing and Prohibited Substances

15.0 TECHNOLOGY

- 15.1 Electronic and Voice Mail Policies
- 15.2 Use of Company-Owned Cell Phone
- 15.3 Use of Office Computers
- 15.4 Employer's Business Information
- 15.5 Use of Office Equipment and Supplies
- 15.6 Use of Facilities and Equipment
- 15.7 Software Protection
- 15.8 Preventing Data Breaches (Laptop Security)

16.0 CONFLICT OF INTEREST

- 16.1 Confidential and Proprietary Information
- 16.2 Restrictive Covenants, Non-Compete Covenants and Non-disclosure Agreements
- 16.3 Outside Employment

17.0 WORKPLACE SAFETY

- 17.1 Workplace Security
- 17.2 Workplace Violence
- 17.3 Visitor Restrictions
- 17.4 English Only Rules

18.0 DISCIPLINE

- 18.1 Introductory Language
- 18.2 Disciplinary Policy
- 18.3 Discharge Policy
- 18.4 Return of Company Property

19.0 DISPUTE RESOLUTION

- 19.1 Mandatory Negotiation and Mediation

20.0 ACKNOWLEDGMENT

- 20.1 Acknowledgment