

A large, stylized lightbulb graphic is positioned on the left side of the slide. The bulb is light green, and the base is composed of several horizontal green bars. A blue checkmark is visible inside the bulb's glass part.

Executive Committee

Revised Employee Handbook Overview

June 8, 2020

Changes

- Clean-up
 - Remove unused sections
 - Organize better
- New laws
- Gender language updates
- Add in new policies
 - Work from home
 - Personal Leave of Absence

Significant/key Updates

- Added updated language around:
 - Equal Employment and non-discrimination
 - Sexual orientation protections
- Removed pre-employment drug testing
- Deleted sections of Safety and added separate IIPP Policy (Injury and Illness Prevention Program)
- Combined Medical, Dental, etc. into single Health section and referenced separate Benefit Summary
- Added Long-term Disability Insurance section
- Added Supplemental Life Insurance subsection

Other New/Added Policies

- Background checks required for new employees
- Revised Family Leave section, and added New Parent Leave (i.e. Bonding)
 - To conform to updated legislation, and
 - To include PCE bonding leave implemented, but not included in current Handbook
- Added reference to new Lactation Policy (separate document)
- Personal Leave Policy (already approved by Board)

Work Location and Schedules

- Work Schedules
 - Expectation of at least 8 working hours per day
 - Regular arrival – prior to 9 am
 - Flexible work schedules can be established
 - With approval from Supervisor
 - Arrive between 7 am to 10 am
- Remote Work
 - Up to 2 days per week
 - Reasonable judgment as to when to be in the office
 - Supervisors may set in-person team meetings
 - Meetings with vendors/external visitors may dictate location