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