TechCorp Employee Handbook

Company Overview

TechCorp is a leading technology company committed to innovation, collaboration, and employee satisfaction. This handbook outlines our key policies and procedures.

Vacation Policy

Paid Time Off (PTO)

All full-time employees are entitled to paid time off based on their length of service:

- 0-1 years: 15 days annually
- 2-5 years: 20 days annually
- 6+ years: 25 days annually

Requesting Time Off

- 1. Submit vacation requests through the HR portal at least 2 weeks in advance
- 2. Manager approval is required for all requests
- 3. Blackout periods apply during Q4 (November-December)
- 4. Maximum 2 consecutive weeks without special approval

Sick Leave

- All employees receive 10 sick days per year
- No doctor's note required for absences under 3 days

- Sick leave cannot be carried over to the following year

Benefits Package

Health Insurance

TechCorp provides comprehensive health coverage:

- Medical: 100% premium coverage for employee, 80% for family
- Dental: Full coverage for preventive care, 80% for major procedures
- Vision: Annual eye exams and $200 frame allowance

Retirement Plans

- 401(k) with 6% company match
- Immediate vesting for all contributions
- Financial planning resources available

Additional Benefits

- Life insurance (2x annual salary)
- Flexible spending accounts (FSA)
- Employee assistance program (EAP)
- Gym membership reimbursement up to $50/month

Work Schedule and Remote Work

Standard Hours

- Core business hours: 9:00 AM - 5:00 PM
- Flexible start times between 7:00 AM - 10:00 AM
- 40-hour work week standard

Remote Work Policy

- Eligible after 6 months of employment
- Up to 3 days per week remote work allowed
- Must maintain reliable internet and dedicated workspace
- Required to attend in-person meetings when scheduled

Overtime

- Non-exempt employees receive 1.5x pay for hours over 40/week
- Overtime must be pre-approved by manager
- Comp time may be offered in lieu of overtime pay

Code of Conduct

Professional Behavior

All employees must:

- Treat colleagues with respect and dignity
- Maintain confidentiality of company information
- Avoid conflicts of interest
- Report unethical behavior promptly

Dress Code

- Business casual attire for office days
- Professional appearance for client meetings
- Casual dress allowed on Fridays and remote work days

Communication Guidelines

- Use professional language in all business communications
- Respond to emails within 24 hours during business days
- Keep meetings focused and productive

Safety and Security

Workplace Safety

- Report all injuries immediately to HR
- Follow all safety protocols and procedures
- Keep workspaces clean and organized
- No alcohol or drugs permitted on premises

Information Security

- Use strong passwords and enable 2FA
- Do not share login credentials
- Report suspected security incidents immediately
- Lock computers when away from desk

Performance and Development

Performance Reviews

- Annual reviews conducted each January
- Mid-year check-ins with managers
- Goal setting and development planning included
- Performance ratings impact compensation and promotions

Training and Development

- $2,000 annual education budget per employee
- Conference attendance encouraged
- Internal mentorship programs available
- Tuition reimbursement for job-related courses

Disciplinary Procedures

Progressive Discipline

- 1. Verbal warning (documented)
- 2. Written warning
- 3. Performance improvement plan (30-90 days)
- 4. Suspension or termination

Immediate Termination Offenses

- Theft or fraud
- Violence or threats
- Harassment or discrimination
- Violation of confidentiality agreements

Contact Information

Human Resources

- Email: hr@techcorp.com
- Phone: (555) 123-4567
- Office: Building A, 2nd Floor

IT Support

- Help Desk: (555) 123-HELP
- Email: support@techcorp.com
- Emergency After Hours: (555) 123-9999

This handbook is effective as of January 1, 2024, and supersedes all previous versions. TechCorp reserves the right to modify policies as needed with appropriate notice to employees.

For questions about any policy, please contact the Human Resources department.