Mixed Policies and Procedures Manual

Comprehensive Guide to HR, Contracts, Real Estate, and IT Policies

Topic 1-1: Employee Onboarding Process

All new employees must complete orientation within 48 hours of start date. This includes safety training, company policy review, and IT setup. HR will coordinate with department managers to ensure smooth integration.

Topic 1-2: Performance Review Guidelines

Annual performance reviews are conducted every January. Employees receive 360-degree feedback from peers, subordinates, and supervisors. Goals are set collaboratively between employee and manager.

Topic 2-1: Vacation Policy and Accrual Rates

Employees accrue vacation time at 1.5 days per month for years 1-3, 2 days per month for years 4-7, and 2.5 days per month thereafter. Maximum carryover is 10 days into the following year.

Topic 2-2: Remote Work Guidelines

Remote work requires manager approval and home office setup meeting ergonomic standards. Employees must maintain core hours overlap of 10 AM - 2 PM company time for collaboration.

Topic 3-1: Disciplinary Action Procedures

Progressive discipline follows verbal warning, written warning, final warning, termination sequence. Documentation must be maintained in employee file with HR oversight at each step.

Topic 3-2: Equal Opportunity Employment Policy

Company maintains zero tolerance for discrimination based on race, gender, age, religion, sexual orientation, or disability. All complaints are investigated within 10 business days.

Topic 4-1: Benefits Enrollment Periods

Open enrollment occurs annually in November for following year coverage. New employees have 30 days from start date to enroll. Life events allow special enrollment periods.

Topic 4-2: Health and Safety Protocols

Safety incidents must be reported within 24 hours to both supervisor and safety coordinator. Monthly safety meetings are mandatory for all departments with physical work environments.

Topic 5-1: Vendor Contract Approval Process

All vendor contracts exceeding $10,000 require legal review and CFO approval. Contracts under $10,000 need department head sign-off. Payment terms must not exceed 30 days.

Topic 5-2: Service Level Agreement Standards

SLAs must specify uptime requirements (minimum 99.5%), response times, and penalty clauses. Monthly performance reports are required from all service providers.

Topic 6-1: Non-Disclosure Agreement Templates

Standard NDA templates are available for employees, contractors, and business partners. Legal department maintains three tiers: standard, enhanced, and mutual NDAs.

Topic 6-2: Employment Contract Modifications

Contract amendments require HR approval and employee signature. Salary changes, role modifications, and reporting structure changes must be documented in writing.

Topic 7-1: Intellectual Property Assignment

All work-related inventions, software, and creative works belong to the company. Employees must disclose potential IP conflicts and assign rights upon creation.

Topic 7-2: Termination and Severance Policies

Severance packages vary by position level and tenure. Standard package includes 2 weeks per year of service, with minimum 4 weeks for all eligible employees.

Topic 8-1: Client Contract Negotiation Guidelines

Sales team can approve standard terms up to $50,000. Legal review required for custom terms or contracts exceeding this threshold. Net 30 payment terms are standard.

Topic 8-2: Contract Renewal and Amendment Process

Contract renewals must be initiated 90 days before expiration. Automatic renewal clauses require 60-day written notice for termination. Amendment tracking is mandatory.

Topic 9-1: Office Lease Management

Lease agreements require board approval for terms exceeding 5 years or $500,000 annually. Property inspections are conducted quarterly with maintenance reports filed monthly.

Topic 9-2: Space Allocation and Utilization

Office space is allocated based on 150 sq ft per employee for open office, 200 sq ft for private offices. Utilization studies are conducted annually to optimize space usage.

Topic 10-1: Facility Maintenance Standards

Preventive maintenance schedules are established for HVAC, electrical, and plumbing systems. Emergency repairs require immediate vendor notification and cost approval.

Topic 10-2: Security and Access Control

Building access cards are issued to all employees and tracked by security system. Visitor badges are required for all non-employees and tracked daily.

Topic 11-1: Environmental Compliance

All facilities must comply with local environmental regulations. Waste disposal, energy efficiency, and air quality standards are monitored monthly.

Topic 11-2: Emergency Evacuation Procedures

Fire drills are conducted quarterly with evacuation routes posted throughout facility. Emergency contact lists are updated monthly and shared with local authorities.

Topic 12-1: Parking and Transportation Policy

Employee parking is allocated by seniority and carpooling preference. Public transportation subsidies are available for employees using mass transit.

Topic 12-2: Subletting and Space Sharing

Excess office space may be sublet with landlord approval and legal review. Shared space agreements must specify utilities, maintenance, and liability responsibilities.

Topic 13-1: Password Security Requirements

Passwords must be minimum 12 characters with uppercase, lowercase, numbers, and special characters. Password changes required every 90 days with no reuse of last 12 passwords.

Topic 13-2: Software Installation and Licensing

Only IT-approved software may be installed on company devices. All software licenses are tracked and audited annually. Personal software installation is prohibited.

Topic 14-1: Data Backup and Recovery Procedures

Critical data is backed up daily to cloud storage with 7-day retention. Disaster recovery plan includes 4-hour RTO and 1-hour RPO for mission-critical systems.

Topic 14-2: Network Access and VPN Usage

VPN access is required for all remote connections to company resources. Multi-factor authentication is mandatory for all external access attempts.

Topic 15-1: Email and Communication Policies

Business email is monitored for compliance and security. Personal use is limited and subject to company monitoring policies. Retention period is 7 years.

Topic 15-2: Mobile Device Management

Company-issued mobile devices require MDM enrollment. Personal devices accessing company email must meet minimum security requirements including device encryption.

Topic 16-1: Incident Response Procedures

Security incidents must be reported to IT within 30 minutes of discovery. Incident response team activates within 2 hours for all critical security events.

Topic 16-2: Technology Asset Management

All IT assets are tagged and tracked through lifecycle management system. Asset disposal follows secure data destruction protocols with certificate of destruction.