

Employee Handbook

Company Name: Nova Systems

Effective Date: January 1, 2026

Welcome

Welcome to Nova Systems. This handbook explains basic workplace rules and benefits. It helps employees understand what is expected at work. This handbook is not a job contract. Company rules may change at any time.

Employment Basics

Working at Nova Systems is at-will. This means you or the company may end employment at any time.

Work Schedule

Work hours are Monday to Friday, 9:00 AM to 5:00 PM. Full-time employees work 40 hours per week.

Pay & Overtime

Employees are paid every two weeks on Fridays by direct deposit. Overtime is paid at 1.5 times the regular rate and must be approved in advance.

Time Off

Employees receive 15 vacation days and 10 sick days per year. The company observes major U.S. holidays including New Year's Day, Independence Day, Thanksgiving, and Christmas.

Remote Work

Remote work may be allowed with manager approval. Employees must be available during work hours.

Workplace Behavior

Employees must act professionally and respectfully. Harassment and discrimination are not allowed.

Company Property & Confidentiality

Company tools are for work use only. Employees must protect company and customer information.

Performance & Discipline

Employees receive yearly reviews. Rule violations may lead to warnings or termination.

Leaving the Company

Final pay will be provided as required by law.

Acknowledgment

Employees must confirm they have read and understood this handbook.