

TechCorp Employee Handbook

Your Complete Guide to Working at TechCorp

Version 2024.1

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1. Welcome to TechCorp

Company Mission

TechCorp is committed to delivering innovative technology solutions that transform businesses and improve lives. We foster a culture of collaboration, innovation, and continuous learning.

Company Values

- **Innovation:** We embrace creativity and new ideas
- **Integrity:** We act with honesty and transparency
- **Excellence:** We strive for the highest quality in everything we do
- **Collaboration:** We work together to achieve common goals
- **Respect:** We value diversity and treat everyone with dignity

Your First 90 Days

Week 1-2: Orientation

- Complete new hire paperwork
- Attend orientation sessions
- Meet your team and manager
- Set up workspace and accounts

Week 3-4: Training

- Complete mandatory training modules
- Begin role-specific training
- Shadow experienced team members
- Review job responsibilities

Month 2-3: Integration

- Take on initial projects
- Receive feedback and coaching
- Complete 60-day check-in
- Set 90-day goals

2. Company Policies

Work Schedule

- **Standard Hours:** 9:00 AM - 5:00 PM, Monday through Friday
- **Flexible Hours:** Core hours 10:00 AM - 3:00 PM required
- **Remote Work:** Hybrid model - 3 days in office, 2 days remote
- **Overtime:** Non-exempt employees receive 1.5x pay for hours over 40

Attendance Policy

- **Punctuality:** Employees should arrive on time for scheduled work
- **Absences:** Notify supervisor at least 2 hours before start time
- **Excessive Absences:** More than 3 unexcused absences may result in disciplinary action
- **Tardiness:** Pattern of tardiness will be addressed through progressive discipline

Dress Code

- **Business Casual:** Professional appearance required
- **Casual Fridays:** Jeans and casual shirts acceptable
- **Client Meetings:** Business formal attire required
- **Safety Gear:** Required in designated areas

3. Benefits & Compensation

Health Insurance

- **Medical Coverage:** 80% premium covered by company
- **Dental Coverage:** 100% premium covered for basic plan
- **Vision Coverage:** 50% premium covered
- **HSA Account:** Company contributes \$1,000 annually
- **Coverage Begins:** First day of month following hire date

Retirement Benefits

- **401(k) Plan:** Available immediately upon hire
- **Company Match:** 50% match up to 6% of salary
- **Vesting Schedule:** Immediate vesting for employee contributions
- **Investment Options:** 15+ fund options available

Additional Benefits

- **Life Insurance:** 2x annual salary provided at no cost
- **Disability Insurance:** Short-term and long-term coverage
- **Employee Assistance Program:** Confidential counseling services
- **Tuition Reimbursement:** Up to \$5,000 per year
- **Gym Membership:** 50% reimbursement up to \$50/month

4. Time Off & Leave Policies

Paid Time Off (PTO)

Accrual Rate:

- 0-2 years: 15 days per year
- 3-5 years: 20 days per year
- 6+ years: 25 days per year
- **Usage:** Minimum 4-hour increments
- **Carryover:** Maximum 40 hours to next year
- **Advance Notice:** 2 weeks for planned time off

Holiday Schedule

Paid Holidays: 12 per year including:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas Day
- 6 Floating holidays

Leave of Absence

- **Family Medical Leave:** Up to 12 weeks unpaid (FMLA eligible)
- **Maternity/Paternity:** 6 weeks paid + FMLA
- **Bereavement:** 3 days paid for immediate family
- **Jury Duty:** Paid leave for required service
- **Military Leave:** Unpaid leave with job protection

5. Code of Conduct

Professional Behavior

- **Respect:** Treat all colleagues with dignity and respect
- **Harassment:** Zero tolerance for any form of harassment
- **Discrimination:** Prohibited based on any protected class
- **Workplace Violence:** Threats or violence result in immediate termination

Conflict of Interest

- **Outside Employment:** Must not interfere with job performance
- **Financial Interests:** Disclose any conflicts with company business
- **Gifts:** Cannot accept gifts over \$50 from vendors or clients
- **Confidentiality:** Protect proprietary information

Reporting Violations

- **Open Door Policy:** Speak with supervisor or HR
- **Anonymous Hotline:** 1-800-ETHICS-1
- **No Retaliation:** Protection for good faith reporting
- **Investigation Process:** Prompt and fair investigation

6. Performance Management

Performance Review Process

- **Annual Reviews:** Conducted every 12 months
- **Mid-year Check-ins:** Informal feedback sessions
- **Goal Setting:** SMART goals aligned with company objectives
- **360 Feedback:** Input from peers, subordinates, and supervisors

Performance Ratings

- **Exceeds Expectations:** Consistently delivers exceptional results
- **Meets Expectations:** Successfully fulfills job requirements
- **Below Expectations:** Requires improvement in key areas
- **Unsatisfactory:** Immediate performance improvement plan required

7. Professional Development

Training Programs

- **Mandatory Training:** Compliance and safety training
- **Technical Training:** Role-specific skill development
- **Leadership Training:** For management track employees
- **External Conferences:** Approval required for attendance

Tuition Reimbursement

- **Eligibility:** Employees with 12+ months of service
- **Coverage:** Up to \$5,000 per calendar year
- **Requirements:** Maintain C grade or better
- **Commitment:** 2-year service agreement

8. Health & Safety

Workplace Safety

- **Safety Committee:** Employee-led safety initiatives
- **Incident Reporting:** Immediate reporting of accidents or near-misses
- **Emergency Procedures:** Evacuation plans and emergency contacts
- **First Aid:** Trained first aid personnel on each floor

Mental Health

- **Employee Assistance Program:** Free counseling services
- **Stress Management:** Workshops and resources
- **Work-Life Balance:** Flexible scheduling options
- **Mental Health Days:** Encouraged use of PTO for mental health

9. Technology & Security

Information Security

- **Password Policy:** Complex passwords changed every 90 days
- **Two-Factor Authentication:** Required for all systems
- **Data Classification:** Confidential, internal, and public data handling
- **Incident Response:** Immediate reporting of security breaches

Equipment Policy

- **Company Equipment:** Laptops, phones, and peripherals provided
- **Personal Use:** Limited personal use of company equipment
- **Maintenance:** Regular updates and maintenance required
- **Return Policy:** All equipment returned upon termination

10. Contact Information

HR Department

- **Director of HR:** Sarah Johnson - sarah.johnson@techcorp.com
- **HR Business Partner:** Mike Chen - mike.chen@techcorp.com
- **Benefits Coordinator:** Lisa Rodriguez - lisa.rodriguez@techcorp.com
- **Phone:** (555) 123-4567
- **Office:** Building A, 3rd Floor

Emergency Contacts

- **Security:** (555) 911-HELP
- **Facilities:** (555) 123-FIXIT
- **IT Support:** (555) 123-TECH
- **Employee Assistance:** 1-800-HELP-NOW

This handbook is effective as of January 1, 2024. TechCorp reserves the right to modify policies as needed. Please refer to the company intranet for the most current version.