

TECHCORP EMPLOYEE HANDBOOK

Version 3.2 - Updated January 2024

SECTION 1: COMPANY OVERVIEW

TechCorp is a leading technology solutions provider founded in 2015. Our mission is to deliver innovative software solutions that transform business operations. We employ over 500 professionals across 12 offices worldwide.

Our core values include innovation, integrity, collaboration, and customer focus. We believe in fostering a diverse and inclusive workplace where every employee can thrive and contribute to our collective success.

SECTION 2: EMPLOYMENT POLICIES

2.1 Equal Opportunity Employment

TechCorp is an equal opportunity employer committed to workplace diversity. We do not discriminate based on race, gender, age, religion, sexual orientation, disability, or any other protected characteristic.

2.2 Code of Conduct

All employees must maintain the highest standards of professional conduct. This includes respecting colleagues, protecting company information, and adhering to all applicable laws and regulations.

SECTION 3: COMPENSATION AND BENEFITS

3.1 Vacation Policy

New employees accrue 2 weeks (80 hours) of vacation time during their first year of employment. Vacation accrual begins after completion of the 90-day probationary period.

Employees with 2-5 years of service receive 3 weeks (120 hours) annually. Employees with 5+ years receive 4 weeks (160 hours) annually.

Vacation requests must be submitted at least 2 weeks in advance through the employee portal and approved by the direct supervisor. Maximum carryover is 40 hours into the following year.

3.2 Health Insurance Benefits

Health insurance enrollment begins on the first day of the month following 30 days of employment. TechCorp covers 80% of premium costs for employees and 60% for dependents.

We offer three plan options: Basic PPO, Premium PPO, and High-Deductible Health Plan with HSA. Dental and vision coverage are also available.

Open enrollment occurs annually in November. Special enrollment is available for qualifying life events such as marriage, birth of a child, or loss of other coverage.

3.3 Retirement Benefits

TechCorp offers a 401(k) plan with company matching up to 6% of salary. Employees are eligible to participate after 90 days of employment. The company match vests immediately.

SECTION 4: WORK ARRANGEMENTS

4.1 Working Hours

Standard business hours are 8:00 AM to 5:00 PM, Monday through Friday. Flexible scheduling may be available with manager approval, provided core hours (10:00 AM to 3:00 PM) are maintained.

4.2 Remote Work Policy

New employees are eligible for remote work after completing their 90-day probationary period. Remote work requests require submission of Form RW-101 to HR and approval from both the direct manager and department head.

Remote work is limited to 3 days per week for employees in their first year. After one year of employment, full-time remote work may be considered on a case-by-case basis.

Remote employees must maintain a dedicated workspace, reliable internet connection, and be available during core business hours. All company equipment and security policies apply to remote work locations.

4.3 Hybrid Work Guidelines

Employees approved for hybrid work must maintain consistent in-office days to ensure team collaboration. Tuesday and Thursday are designated as core collaboration days when all hybrid employees should be in the office.

SECTION 5: PROFESSIONAL DEVELOPMENT

5.1 Training and Education

TechCorp supports continuous learning through our annual education budget of \$2,000 per employee. This can be used for conferences, certifications, online courses, or degree programs relevant to your role.

Training requests must be pre-approved by your manager and HR. Employees who receive education benefits agree to remain with the company for at least 12 months following completion of the training.

5.2 Performance Reviews

Annual performance reviews are conducted in December. Mid-year check-ins occur in June. Performance ratings directly impact salary adjustments, bonus eligibility, and promotion opportunities.

SECTION 6: LEAVE POLICIES

6.1 Sick Leave

Employees accrue 8 hours of sick leave per month, up to a maximum of 96 hours annually. Unused sick leave can be carried over up to 480 hours total.

6.2 Parental Leave

New parents are eligible for 12 weeks of paid parental leave, which can be taken within the first year after birth or adoption. Additional unpaid leave may be available under FMLA.

6.3 Bereavement Leave

Employees receive up to 5 days of paid bereavement leave for immediate family members and 3 days for extended family members or close friends.