

<b>Chapter:</b>	Human Resource Management		
<b>Title:</b>	Employee Handbook		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/>	<b>Review Cycle:</b> Triennial  <b>Author:</b> HR Spec.	<b>Adopted Date:</b> 05.2024  <b>Review Date:</b> 05.2024	<b>Related Policies:</b> <a href="#">Compensation and Executive Compensation</a> <a href="#">Employee Benefits</a> Onboarding, Orientation and Professional Development

**Purpose:**

Hopeful Horizons (HH) has adopted the best practice of maintaining and providing an employee handbook for the organization’s employees. This policy was established to clarify the requirements for handbook content, distribution and review and update.

**Scope:**

This policy applies to:

- All HH Staff                       Selected HH Staff, as specified:  
 HH Board Members               HH Volunteers  
 Other:

**Policy:**

HH shall develop, maintain and provide an employee handbook consistent with best practice standards. The handbook is intended to give employees an overview of HHs’ policies along with other key procedures, guidelines and employee benefits.

- A. **Content Requirements:** HHs’ employee handbook shall include the following:
1. General information about HH
  2. HH Mission, vision and values
  3. Overview of the organization’s policy and procedures management practices and introduction to key policy requirements including but not limited to:
    - i. [Policy and procedure management](#)
    - ii. [Equal employment opportunity](#)
    - iii. [Whistleblower’s protection](#)
    - iv. [Standards of conduct](#)
    - v. [Wage and hour – time reporting and compliance](#)
  4. Employee benefits
- B. **Distribution:** All new employees shall be provided with a digital copy of the employee handbook as part of New Employee Orientation. They shall be afforded an opportunity to ask clarifying questions and to obtain additional information. Upon receipt and review of the handbook, the employee is required to sign an acknowledgement of receipt, which shall be retained in their personnel file.

The employee handbook shall be available, in its most recent version, through HR.

- C. **Review and Updates:** HHs’ employee handbook is a living document that changes with the organization. As such, HR shall establish a structured process for review, input, and approval. At a minimum, the handbook shall be reviewed in its entirety at least annually. The Board of Director’s is responsible to approve all policies referenced in the employee handbook while

the Chief Executive Officer has final authority to approve other content. At the CEO's discretion, review by legal counsel may be required.

**Communication and Training:**

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Employees shall have access to any updates to the employee handbook through HR. New employees be provided with a copy of the employee handbook as part of orientation.

**Definitions:**

1. Employee Handbook: An employee handbook, also called an employee manual, serves as a comprehensive guide to your organization's mission, vision, values, employee and workplace policies, HR-related procedures, employee benefits, and code of conduct in the workplace, among other things. In short, it sets clear employee expectations, defines their rights, and communicates your company's legal obligations.

**Other Related Materials:**

Employee Handbook Acknowledgement

**References/Legal Authority:**

[8 Reasons You Should Have a Company Handbook, Talent Development, Paycor, 2021.](#)

[The Complete 2024 Guide to the Employee Handbook, 2024.](#)

**Change Log:**

Date of Change	Description of Change	Responsible Party
05.2024	This is a new policy.	R. Lucovich, HR Spec.