

Table of Contents

Introduction	1
Welcome	1
Mission Statement	1
Organizational Values	1
Functions of this Handbook	2
Supplements	2
Personal Conduct	2
Confidentiality	3
Conflict of Interest	3
Receipt of Gifts	3
Whistleblower Protection Policy	4
Harassment Policy	4
Violence	4
Drugs and Alcohol Use Policy	5
Personal Finances	5
Customer Relations	6
Information Technology Policy	6
Use of Communication Systems	7
Personal Appearance	7
Code of Business Ethics and Employee Conduct	7
Work Environment	8
Illness or Injury	8
Solicitation	8
Emergency Facility Shutdown	9
Smoking Policy	9
Employee Safety	9
Maintenance of Work Areas	10
Personal Property	11

Parking _____	12
Security _____	13
Employment Policies _____	14
Employment at Will _____	14
Equal Employment Opportunity/Affirmative Action Policy Statement _____	15
Employer and Employee Relations _____	15
Disciplinary Procedure _____	16
Recruiting _____	17
Business Travel _____	18
Business Automobile Use _____	19
Employee Relocation _____	20
Transfer _____	21
Promotion _____	22
Termination of Employment _____	23
Employment Reference Checks _____	24
Attendance and Punctuality _____	25
Performance Appraisals _____	26
Job Evaluation _____	26
Personnel Records _____	26
Compensation _____	27
Definitions _____	27
Salary Administration _____	28
Hours of Work _____	29
Payroll Procedures _____	30
Benefits _____	31
Summary _____	31
Vacation _____	31
Holidays _____	31
Sick Pay _____	31
Short and Long Term Disability _____	32

Educational Assistance _____	32
Employee Loans _____	32
Computer Purchase Program _____	33
Miscellaneous Benefits _____	34
Gift Cards _____	34
Free Anti-Virus Software _____	34
Mailing personal mail _____	34
Fitness Center _____	34
Restaurant _____	34
Gift Shop _____	34
ATM _____	34
Leaves of Absences _____	34
Overview _____	34
Bereavement Leave _____	35
Jury Duty _____	35
Witness Duty _____	35
Parental Leave _____	35
Personal Leave _____	35
School Leave _____	35
Voting Leave _____	36
Military Leave _____	36
Leave for Family of Military Personnel _____	37
Acknowledgement of Receipt of Employee Manual _____	38
Appendix _____	39
Review of Personnel Records: 181.960, Minnesota Statues 2007 _____	39