New hire onboarding and employee policies

Effective [Policy effective date]. Company contact: [Business HR email or phone].

Starting work

Your position is [Job title]. Report to [Reports to] at [Actual work address and city] on [Start date]. Confirm arrival time with [Business HR email or phone]. Complete the signed offer, current tax forms and Form I-9 through the designated secure process. After accepting the offer, complete I-9 Section 1 by the first workday; the employer completes Section 2 within three business days after that day, or the first day for employment lasting less than three business days. Employees choose acceptable documents from the current official lists. Government forms are supplied separately; this policy does not replace them.

Pay and time records

The regular schedule is [Scheduled hours per week] hours per week, with pay [Pay frequency] on [Regular payday]. Non-exempt employees must record all time worked, including remote work, required training and work outside the planned schedule. Advance approval is required for extra hours where practicable, but all compensable time worked will be reported and paid even if not approved. Short rest breaks are generally paid. An unpaid meal requires relief from duties; interrupted meals and missed breaks must be reported promptly. Never enter time for someone else or erase an original record to hide time worked. Report errors to [Business HR email or phone], including after payroll closes. Applicable daily, weekly and other premium-pay rules apply.

Vacation PTO

Full-time employees accrue vacation PTO toward an annual target of [hours] hours, in equal installments over scheduled payroll periods, starting on the hire date. Part-time accrual is proportional to scheduled hours unless law requires more. Request planned vacation at least [days] calendar days ahead when practicable; emergencies and legally protected leave follow their own rules. Approval depends on staffing and will be applied consistently. Earned PTO carries forward without forfeiture. Accrual pauses when the balance reaches [hours] hours and resumes below that cap; the cap does not remove earned time and cannot reduce a legally required benefit. The company pays all earned, unused vacation PTO at separation at the applicable lawful rate. This vacation bank is separate from statutory sick/protected leave.

Paid sick and protected leave

The company provides [hours] hours of paid sick/protected leave at the start of employment and each calendar year, without prorating that initial grant. Any greater applicable entitlement applies. Unused accrued or granted paid sick balances carry forward; annual use is at least the stated grant or the applicable legal minimum, whichever is greater. Covered uses include the employee's or a covered family member's health, preventive care, safety-related needs and all other purposes protected by applicable law. Use available leave from the hire date. Give notice when practicable; oral or other legally permitted requests are accepted. No replacement worker, medical diagnosis or unlawful documentation is required. The company provides required balances/notices and prohibits retaliation. Unused statutory sick leave is paid at separation only if applicable law or another written promise requires it. For New York work, paid prenatal leave is a separate 20-hour entitlement per applicable 52-week period, measured from first use; it does not reduce this sick bank. For New York City work, a separate 32-hour bank of unpaid protected time off is available immediately on the first workday and first day of each company calendar year for all locally protected reasons. This unpaid bank does not carry over; legally required paid leave, prenatal leave and

required pay-statement balances/notices remain separate. In New York City, for all protected time off (paid or unpaid, including the paid sick/protected leave above) and paid prenatal leave, the company will not ask for details about the medical condition or personal situation that led to the leave. Any information the company receives about that leave use is kept confidential and not disclosed to anyone without the employee's written permission or as required by law; the general information-sharing language for workplace concerns does not change this. For California work, available annual paid sick use is no less than 40 hours or five normal workdays, whichever is greater, or a higher local requirement. Required wage and sick-leave notices and balance information are provided separately. For New Jersey work, the company supplies the earned-sick-leave notice and benefit-year information separately and follows statutory permitted uses, notice and recordkeeping protections.

Company holidays

The company's paid holidays are [Paid holidays]. Eligible employees receive [hours] hours at their regular base rate for each listed holiday, adjusted for their normal shorter schedule where lawful. The company publishes observed dates and any operating coverage in advance. Actual work on a holiday is recorded and paid separately; a holiday does not itself remove overtime or other required premiums. Protected leave and statutory rights remain separate.

Benefit elections

Company medical offered [Y/N]. Company401(k) offered [Y/N]. If offered,company match [percent] of employee contributions up to [percent] of eligible pay,subject to the governing plan. Eligibility, vesting, contribution limits and coverage follow the actual governing plan and law. The company supplies available enrollment information and required SPD/SBC materials separately. Employees make elections in the approved enrollment process. No deduction is authorized by this policy receipt; any required payroll authorization is obtained separately. The company confirms coverage effective date and first deduction independently. Traditional and Roth are separate elections; HSA and FSA eligibility and tax treatment must be verified rather than assumed.

Respect, reporting and accommodations

Discrimination, harassment and retaliation are prohibited. Report a concern, pay error, unsafe condition or accommodation/leave request to [Business HR email or phone]. You need not report to a person involved in the concern and may contact an appropriate government agency directly without company permission or notice. The company reviews concerns promptly and fairly, shares information only as needed and does not promise absolute confidentiality. Employees may discuss wages and working conditions or participate in legally protected activity. Requests for disability, pregnancy, religious or other legally required accommodations are handled through the applicable process; keep medical details in the separate secure channel.

Equipment and information security

Use individual approved accounts, protect credentials and report lost equipment or suspicious access to [Business HR email or phone] promptly. Use company information only for authorized work and do not bring another employer's confidential files without lawful permission. Return issued property by the stated return date using the company's return method. Separate, legally required notices and consents apply to monitoring or personal-device access; this policy does not authorize a blanket search or wipe of a personal device. Property disputes do not automatically delay wages or permit payroll deductions. Legally protected reports, wage discussions and consultation with counsel remain permitted.

Under 18 USC 1833(b), an individual is not criminally or civilly liable under federal or state trade-secret law for disclosure made in confidence to a federal, state or local government official, directly or indirectly, or to an attorney, solely to report or investigate a suspected violation of law; or made in a complaint or other document filed under seal in a lawsuit or other proceeding. An individual suing an employer for retaliation for reporting a suspected violation may disclose the trade secret to the individual's attorney and use it in the proceeding if documents containing it are filed under seal and disclosure occurs only under court order. These protections do not authorize unlawful access.

Business expenses

Reasonable necessary business expenses are reimbursed as required by law. Obtain advance approval when practicable and submit receipts or a permitted alternative within [days] days. A late claim does not automatically eliminate a legally owed reimbursement. No expense, equipment loss or unreturned property is automatically deducted from wages. Contact [Business HR email or phone] about a missing receipt or disputed expense.

Receipt

I received these policies and the listed contact information. I can ask questions and obtain an accessible copy. Receipt is not a waiver of statutory rights, a payroll deduction authorization, an arbitration agreement or an invention assignment. Lawful policy changes require applicable notice and preserve earned wages, vested benefits and protected rights. A governing law, signed agreement or applicable benefit plan controls where required.

[Employee name]

_____ _____

Employee signature and receipt Date