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**Introduction to the Human Resources Guide
(Employee Handbook, HR Employment Policies, Code of Conduct)**

<< Use this Human Resources Guide as a template for your own company policy. Carefully review the entire document and edit the policy where appropriate for your needs. If you have questions regarding local employment laws, consult an attorney or business advisor in your local area. >>

This document provides <<Company>> employees, vendors, contractors, and other staff with important information and guidance concerning <<Company>>'s policies and procedures; its code of conduct; its stated mission and goals and all other organizational policies that govern working for or with <<Company>>. This document should not be considered a complete and comprehensive guide as to what is acceptable behavior or company policy, but should serve as a guide to aid staff with the most common or frequent questions and concerns they may have.

Policies, procedures, and guidelines contained in this guide are subject to change, and all staff is encouraged to consult a manager or Human Resources Manager should they have any questions that do not appear to be covered in this guide. In all cases, the policies stated in the Human Resources Guide shall prevail in the event of any conflict between the information contained in the Guide and verbal statements about the Human Resources Guide or Company policies or procedures.

Purpose and Use of This Guide

The purpose of the Guide is to provide employees, vendors, contractors, and other staff with <<Company>>'s code of conduct; its administrative and organizational rules; and the policies, procedures, and regulations governing business and personnel matters while employed by <<Company>>. This Guide shall not be construed as an employment contract or covenant between the employee, vendors, contractors, and other staff and the Company.

All employees must read and become familiar with these policies and procedures and refer to this Guide as a reference if they have questions and concerns about conduct and company policies or procedures.

Definitions of Personnel covered under this Code of Conduct shall include, but are not limited to: Employees, Temporary Employees, Volunteers, Contractors, Consultants, Vendors, Staff, or any other personnel conducting work for or on behalf of <<Company>>.

The term "Employee" shall be interchangeable with all other definitions of personnel unless otherwise noted.

Responsibility of Company

<<Company>> shall be responsible for distributing to all new employees, vendors, contractors, and other staff a copy of the Human Resources Guide in print or electronic format(s).

Responsibility of Employees, Vendors, Contractors, and other Staff

Employees, vendors, contractors, and other staff shall be responsible for reading and signing this document and returning a signed copy to Company Human Resources Department or a designated representative or agent.

This Guide will also serve as a guide to the benefits offered to employees by the Company. These policies and benefits are subject to change at the Company's sole discretion and are not intended to be part of any compensation agreement or promise.

"At Will" Employment

Unless specified in writing elsewhere, all employment with Company is "at will" and may be terminated by the Company or employee at any time for any reason or no reason at all.

Adherence to Laws and Regulations

It is the policy of the Company to comply with Federal and State laws and regulations governing Health, Civil Rights, Sexual Harassment, Disability,

Equal Pay, Education, Veterans, Fair Labor Standards, and Occupational Safety.

Employment Eligibility Guidelines

Minimum Job Requirements

Minimum Job requirements shall be determined on an individual basis and made available through the Human Resources Department.

Age Requirements

To be employed by <<Company>>, an applicant must be at least 18 years of age, except in the case of student workers.

Resident Aliens

A resident alien may be employed by the Company provided he or she has documented legal proof of the right to work in the United States. An approved visa or other work permit must be provided to the Human Resources Department prior to application for a position with the Company.

Minimum Wage for Employment

At a minimum, the Company shall pay The Fair Labor Standards Act (FLSA) wage and proper overtime compensation to employees subject to the provisions of the FLSA.

Equal Opportunity Employer

Company is an "Equal Opportunity Employer" and all advertisements shall display the statement whenever possible.

Employment Status

No one shall be considered "employed" by the company until a written contract is signed by both an agent of the Company's Human Resources Department and the employee. No manager, supervisor, or other employee is authorized to make an oral or written agreement for employment to any applicant.

No contract shall be executed between the Company and an employee that is inconsistent with the policies and procedures contained in this Human Resources Guide.

Employment Period

The Employment Period shall be considered to be the period of time during which the employee has uninterrupted service as an employee of the Company.

New Employee Orientation

New employees are introduced to working for <<Company>> through an initial meeting conducted between the employees and either their manager or supervisor or an agent of the Company Human Resources Department. Meetings are conducted twice a month and employees are encouraged to seek additional help and clarification of the Company policies and procedures should they require help beyond this New Employee Orientation.

Transfers or Demotion

If an employee's job performance is determined to be below standard, the employee's manager or supervisor shall attempt to work with the employee to try to raise the employee's performance to a satisfactory level. If the employee's job performance does not improve, or the employee shows no desire to improve job performance, the Company may determine that the employee be demoted or terminated. In the case of a demotion, this may include but is not limited to:

- a) Moving the employee to another position at a lower salary or grade level.
- b) Reclassifying the employee's existing position to a lower salary or grade level.

In the case that a demotion results in a reduction in the employee's salary or grade level, such a reduction shall only take place following proper written notification sent to the employee in accordance with any applicable procedures governing such notifications.

Employees who voluntarily transfer from one qualified position to another position with a lower salary or pay grade shall be paid in accordance with the lower salary or pay grade and not in accordance with the higher salary or pay grade under the previous position.

Promotion

If an employee's job performance warrants a promotion, management shall initiate a change of assignment for the employee, including assigning a new job description, title, or pay grade. Promotion shall only become effective by management signing and filing an approved "Employee Promotion Authorization Form" and having it recorded by the Human Resources Department.

Automatic Termination Date(s) or Contract Non-renewal Date(s)

In the event that an Employee's position or offer of employment has a predetermined termination or contract non-renewal date, that employee shall be designated as a Temporary Employee. The length of time that makes up the Temporary Employee's employment shall be designated as the employee's Employment Term. As it pertains to leaves of absence and other qualified time off, no time shall be granted for the period of time after the termination date. All leaves of absence, whether related to qualified benefits or not, shall only be granted within the employee's employment term.

Dual Employment Positions

An employee of the Company may hold only one full-time position with the Company, including positions designated as temporary employment. Part-time employees may, subject to prior authorization and approval from the Company Human Resources Department, hold more than one position, subject to the policy.

Outside Employment

A full-time employee may NOT work another job outside of their employment with the Company.

This includes:

- a) Any freelancing or "moonlighting" that interferes with his/her performance with the Company.
- b) Any association with or engagement in external activities or associations, whether voluntary or not, that violate Company's regulations or policies, or bring discredit to the Company.
- c) Any manipulation of the employee's normal work schedule, assignments, or other duties to accommodate external activities.
- d) Any associations with or engagement in external activities that compete or interfere with endeavors of the Company.

Re-employment

Any former employee who resigns from his/her position with the Company in good standing and is subsequently re-employed after 180 days shall be considered a new hire for purposes of benefits and sick leave.

Personnel Records

The Company shall maintain an official personnel file for each employee in a secured area in the Human Resources Department. This file shall be designated as "confidential" and contain materials consisting of, but not limited to:

- a) Employee's application(s) for employment.
- b) Employee's resume(s) and/or supporting exhibits.

- c) Copies of any official transcripts certifying degrees and certificates received or documents certifying licenses received.
- d) Benefit and Cafeteria plans or elections in which the employee and his or her dependents are enrolled.
- e) Records of all leave, vacation leave, sick leave, and all other leaves taken to date.
- f) Any Company personnel action forms or actions taken by Company personnel pertaining to employee.
- g) Any disciplinary reports or actions taken, including written reprimands, probations, suspensions, or terminations.
- h) Any performance reviews or evaluations.
- i) All pre-employment information, letters of references, examples, demos, security clearances, or other related materials.

Employees shall have no right to

DEMO CONTRACT

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<https://www.proposalkit.com/html/legal-contract-templates/human-resources-templates/human-resources-guide-handbook-policies.htm>

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