



# Defining Your Employment Policies

Templates for New Employers



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## Introduction

Waterford City Enterprise Board Limited is pleased to publish this template for new employers, to help them consider what their employee policies should be as they think about recruiting staff. The issues covered arise in almost every business, big or small.

This document will enable businesses to plan for employment practices, leading to clarity for both employer and employee(s), thus contributing to a good working relationship, with mutual confidence and trust.

Many aspects of employment practice are covered by the law – both European Union law and Irish statute law. Other practices have been the subject of rulings from various authorities. It is important to understand that an employment policy will be valid only where it complies with these higher authorities. However, it is in the aspects where the law is silent, that there is scope and flexibility for employers and employees to reach agreement on the systems and arrangements that will be mutually beneficial, and will lead to the growth of strong, competitive business units.

This document is intended to provide a resource to small business owners creating a policy document for new staff. The examples given are not necessarily exhaustive or complete. Employers can create their own employee handbook by using some of the examples in this document, or by amending, omitting or adding policies as required.

This guide is not a substitute for industrial relations/legal advice where appropriate, and may need adaptation to suit the particular circumstances of individual enterprises. While every care was taken with the preparation of the document, no liability is accepted for error or omission.



## Access to Employee's Personnel File

You will need to consider to what extent an employee shall have access to their own personnel records. You may also need to consider the circumstances in which an employee's personnel file is available to others.

*Examples of some policies in use are:*

- Supervisors or administrators shall have access to the personnel files of persons employed, or being considered for employment in their areas of responsibility on a need-to-know basis and shall have authority to share the information with others responsible for personnel recommendations and/or decisions; further, other employees showing a legitimate need for the information shall be permitted such access.
- An employee (or his/her representative as authorised in writing and signed by the consenting employee) shall have a right of access to his/her own personnel file, provided letters of evaluation and/or recommendation that apply to pre-employment qualifications, tenure and/or promotion that are solicited in confidence or sent with the expectation of confidentiality shall be deemed confidential and unavailable to the employee. Documents that relate to internal personnel investigations including, without limitation, examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation shall also be deemed confidential.

## Adoptive Leave

*Examples of some policies in use are:*

- Adoptive Leave as provided for in legislation will be available to employees who comply with the conditions of such leave.
- Information on Adoptive Leave will be available on request from the Head of Personnel.

## Advances in Wages

*Examples of some policies in use are:*

- Advances in Wages will be given only in respect of wages falling due to be issued during periods of annual leave.
- There may be occasions when emergency circumstances, defined as unforeseen, unplanned and unavoidable events, demand immediate attention and require an employee to secure funds on short notice. If this occurs, the company is willing to assist the employee by providing a salary advance against days worked in the current pay period.

## Alcohol

*Examples of some policies in use are:*

- The company has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on company premises at any time.
- Alcohol may not be brought onto or stored on company premises by any employee, with the sole exception of employees charged with organising the company Christmas Party in accordance with instructions issued to them.

## Appearance

You may require a policy on appearance and dress, particularly where safety issues are concerned, but also where there is contact with customers and the appearance of staff thereby reflects on your business. You may require different policies for different categories of staff.

*Examples of some policies in use are:*

- Employees shall always wear the uniform provided, including name-badge and hat. Disposable gloves must be worn when handling food. Only one personal item of jewellery may be worn. No visible body piercing (i.e. tongue, nose, eyebrow) is allowed.
- Employees shall wear appropriate business dress. T-Shirts with slogans are not considered to be appropriate business dress.
- Employees shall dress appropriately, bearing in mind the necessity to look clean and well-groomed.
- Employee dress should be neat in appearance and consistent with a professional atmosphere.
- Where protective clothing is provided it is the responsibility of the employee to return it, failing which (s)he is liable for its value at the time it

was due for return.

- Personal protective clothing will be provided once per year, and must be worn. If a second set is required during the year, the employee will bear 50% of the cost. If further sets are required, the employee will bear 100% of the cost.
- There are no general rules in relation to dress. We ask that your dress conform to good taste and high standards of personal hygiene.
- Long hair must be neatly tied back and out of the face.

**Guidance Note:** Policies on dress should be carefully considered for gender equity – it has been held to be unreasonable in the UK to ban earrings for men, although requiring men to wear ties was seen as reasonable – society's norms appear to influence what is acceptable.

### **Attendance Management**

You may require a policy on attendance management, if this is not clearly covered in the contract of employment.

*Examples of some policies in use are:*

- The normal working week is 39 hours, with the times of attendance being fixed by your supervisor.
- Employees are required to complete Time Sheets correctly and to submit them on time to the Administration Department by noon on Monday each week, and in advance of going on holidays.
- It may be necessary for employees to work additional hours Monday to Sunday to meet customer needs. The company will endeavour to keep all additional hours to a minimum.
- It is a condition of your employment that you will work whatever Shift Rota is required.
- Regular and reliable attendance and punctuality are essential responsibilities of each employee in delivering quality customer care and services. The company is committed to establishing and maintaining work schedules on a fair and consistent basis and to providing opportunities for employees and managers to jointly manage attendance.
- A workday begins promptly at 8:00 a.m. and ends at 5:00 p.m. with one hour unpaid lunch break and two 15 minutes rest periods. Each work week consists of 39 hours, and includes work performed Sunday through to Saturday.

- Employees shall sign the Attendance Register on arrival and departure from the workplace. Where absence is for official reasons, a "Statement of Official Business Away from Workplace" form must be completed and delivered to the Administration Department each Monday.

### Change of Status

Depending on the pension arrangements you provide for staff, you may need to be notified of dependents' names, or changes in same from time to time.

*Examples of some policies in use are:*

- Changes of name, address, telephone number, emergency contact or phone number must be reported to supervisors.
- Changes of address must be notified in writing to the company.

### Confidentiality

*Examples of some policies in use are:*

- Any official statement made on behalf of the company to the public through the press or otherwise shall be made only by the Chairperson of the board, provided the Managing Director of the company may publicly explain prior board action as deemed necessary and proper.
- All employees are expected to sign the "Individual Non-Disclosure Waiver & Assignment of Rights ", You should be aware at all times that the Company has no interest in any confidential information you have gained from previous employments and it is entirely your responsibility to determine whether or not you are entitled to use such information in connection with your employment with the Company. A breach of this policy can lead to disciplinary action.
- You must not disclose any restricted or confidential information.
- Information gained in the course of your duties should not be communicated to anyone outside of your section or department or the Company. Good official practice, as well as the Company's interest in relation to decisions already taken and matters under consideration, necessitate strict observance of this rule. Publication of any matter relating to the affairs of the Company, or use of information drawn from official sources in publications by employees, should have prior approval from the Head of Personnel. The giving of interviews, statements or any other information connected with the activities of the Company, should not be undertaken without the prior approval of same.

- Public statements by an employee of the Company may be taken as reflecting or illustrative of the Company's attitudes. Information, therefore, should only be issued through authorised spokespersons. Leaking of such information to any source, including making it available to colleagues in Professional/ Employee Associations in this, or other companies, is not permitted.
- Employees must keep confidential all sensitive information in relation to their work.
- Employees must maintain reasonable standards of confidentiality while employed by the Company.

### Conflict of Interest

*Examples of some policies in use are:*

- The utmost good faith must be exercised by employees of the company in all transactions relating to their duties to the company and its property. Staff shall not use their positions or knowledge gained therefore in such a way that a conflict of interest might arise between the interest of the company and that of the individual.
- Sound professional discretion is an integral part of the company's conflict of interest system. Any review of a potential conflict of interest will be undertaken in light of four general propositions. First, conflicts of interest per se are inevitable, and do not necessarily represent any impropriety by employees if disclosed in advance. Second, the failure to disclose a conflict of interest for administrative review and response would be a serious mistake for any employee, and may be a breach of this policy. Third, there is a presumption in favour of allowing employees to act in dual roles once the conflict of interest has been disclosed. Fourth, conflicts of interest may be so profound or substantial under some circumstances that it would be best for all concerned if the employee did not participate in a particular transaction.
- It is understood that employees shall clearly, fully, and truthfully disclose, in writing, all activities, relationships, or interests that might present conflicts of interest. Nevertheless, there shall be no retrospective sanctions under this policy for the period of time after the ten day review period, when the appropriate Department Manager knew of such activities, relationships, or interest and, acting in good faith, took no action to manage, minimise or eliminate them.
- Under no circumstances should you devote any part of your working hours to matters unconnected with your official duties. Apart from this, you should not engage in any outside occupation that might conflict with the

interests of the Company. If you hold some interest in an outside business affecting, or likely to affect, a contract with the Company, you must disclose the measure of the interests to the Head of Personnel.

- Regulations prohibit the holder of a full-time office, the qualifications for which are wholly or in part professional, from engaging in private practice in the profession in which he/she is employed, or in any cognate profession.
- Under no circumstances can employees engage in matters unconnected with his/her duties during work hours.
- Involvement with outside occupations during off-duty time should not be engaged in to the extent of impairing the employee's performance or energy on duty, or indeed be inconsistent with his/her employment.
- Unjust enrichment must be strictly avoided. This principle forbids an employee from getting any advantage, other than all official remuneration, in respect of his/her duties.

### Consultation arrangements

You may require a policy on consultation arrangements for members of staff, either as a form of team appraisal or as a way of establishing how a member of staff is progressing in the company.

*Examples of some policies in use are:*

- Employees shall meet on a monthly basis with their immediate supervisor to raise any concerns or difficulties either party may have.
- Should employees have problems with their employment or work or have any issue, which may have an impact on their work, they should seek a meeting with the personnel director to discuss the matter.
- Employees are reminded that their contracts of employment include provisions for frequent consultations between employees and department heads; depending on individual arrangements, employees should take the opportunity at these meetings to raise difficulties or problems and to heed any advice given.
- The company provides employees with information on various arrangements by briefings, noticeboard and the intranet.

## Copyright

*Examples of some policies in use are:*

- Works or inventions of an employee prepared in the course of his or her employment belong to the company.

## Discipline

*Examples of some policies in use are:*

- If disciplinary action is required the company shall conduct same by way of verbal warning, written warning and notice of dismissal, subject to fair procedures and due process. Certain activities will be exempt from the disciplinary sequence envisaged above – these shall be actions by the employee deemed to have repudiated the employment contract, such as violence or theft.
- Supervisors are expected to document disciplinary action taken. The documentation should contain a clear description of the behaviour that prompted the discipline, the action taken by the supervisor, and how the employee's conduct must change and in what time frame. Even verbal warnings should be documented in the employee's departmental file to record that the warning was in fact given. All documentation must be factual and complete.
  - **Oral Reminder.** This is the first step in the procedure. It involves a discussion between a supervisor and an employee about a minor work performance problem. The objective is to correct the problem by indicating in a friendly but serious manner how actual performance falls short of desired performance. This step should ensure that no employee is disciplined for violation of a policy or procedure she/he might reasonably not know about.
  - **Written Reminder.** This is usually the second step in the procedure if an oral reminder has not corrected the problem. If the offense is of a serious nature, a written reminder is an appropriate first step. It formalises a discussion between a supervisor and an employee about a performance deficiency.
  - **Disciplinary Leave.** An employee may be placed on a disciplinary leave of absence with or without pay when it is in the best interest of the company to do so. Leave with pay will normally not exceed one day. Leave without pay may not exceed five working days. This step is usually taken after unsatisfactory performance has not been corrected following the application of an oral and written reminder. It may be

- taken as a first and final step before discharge in the event of a major offence. An employee returning to work following disciplinary leave must agree to work in a manner that includes following rules and regulations and correcting unsatisfactory performance.
- Disciplinary action may be initiated for Receiving more than one suspension; Excessive tardiness in reporting to work; Theft; Falsifying records, forms, or reports; Incompetence; Unsatisfactory performance; Insubordination; Possession of alcohol or drugs on company property and/or being under the influence; Possession of any weapon on company property; Other just and reasonable cause.

## Dismissal

*Examples of some policies in use are:*

- The company can dismiss an employee for:
  - (a) **Substandard Performance** – An employee may be discharged if his or her performance is unacceptable. Documentation, to be prepared by the supervisor, shall include reason for dismissal, performance history, corrective efforts taken, alternatives explored, and any additional pertinent information and shall be placed in the employee's personnel file.
  - (b) **Misconduct** – An employee found to be engaged in activities such as, but not limited to, theft of property, insubordination, conflict of interest, or any other activities showing wilful disregard of company interests or policies, is terminated as soon as the company determines the action to be taken.
- The company retains the right to discharge an employee for any lawful reason.

## Drug-Free Workplace

*Examples of some policies in use are:*

- The company is committed to providing a drug free workplace.
- In keeping with the appropriate laws, regulations, and orders, it is unlawful for employees to manufacture, distribute, dispense, possess, or use illegal drugs in the workplace. Violation of this policy will result in appropriate disciplinary action, up to and including dismissal.
- The company prohibits illegal use of drugs and alcohol in the workplace, on company property or as part of any company-sponsored activities.

## Duties of Employer and Employee

*Examples of some policies in use are:*

- It shall be the duty of the company to pay wages, provide work, cooperate with employees, take reasonable care of employees safety, act fairly and with respect. It shall be the duty of the employee to cooperate with the employer, give faithful service, exercise skill and care and be loyal to the employer

## Email / EPolicy

*Examples of some policies in use are:*

- The company provides electronic mail (e-mail) to employees at the company's expense for their use in performing their work duties. All electronic communication systems and all communication and information transmitted by, received from or stored in these systems are the property of the company and as such are to be used for job-related communications only.
- Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions.

## Equipment Use

*Examples of some policies in use are:*

- Equipment, supplies and services owned or operated by the company shall be used only in the conduct of company programmes and activities. Any other use is prohibited.
- Equipment supplies and services shall not be removed from the company workplace.
- Equipment used by employees may be monitored from time to time, and employees should not expect privacy when using this equipment.
- No additional payment will be made to employees required to utilise new or technologically improved equipment in the course of their duties.

## Flexible Hours

*Examples of some policies in use are:*

- The company encourages department heads to utilise flexible scheduling for employees in departments where it can be implemented efficiently. A family-friendly workplace is encouraged and supported by the company.
- Staggered start and finish time arrangements are available to reduce employee stress due to commuting. Employees can start work between 8.30am and 9.30am and finish between 4.45pm and 5.45pm

## Gifts

*Examples of some policies in use are:*

- Any gifts or benefits offered to the employee in a personal capacity shall be declined. An exception to this general policy occurs in the event of small gifts of a seasonal nature being offered at Christmas time, when same may be accepted provided their individual value from any one donor shall not exceed 20 Euro. These gifts or benefits shall be recorded and the record presented to the company.
- Gifts/benefits offered to the company and for use in the workplace or delivery of company work, may be accepted following discussion with the Manager.

## Grievances

*Examples of some policies in use are:*

- The company recognises the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy that might arise between the company and its employees. Excluded from this policy are complaints concerning: (1) wages and salaries; (2) performance-related dismissals during the initial probationary period of employment; (3) company statements concerning policies and rules; (4) falsification of application (or resume) for employment and other employment-related documents.
- On the principle that proper working relationships depend upon people acting and being treated in a fair and just manner, the Company has a detailed procedure for dealing with grievance and disciplinary matters. This is laid out in the contract of employment.
- All levels of management, to the best of their ability, are required to

inform, listen and counsel with employees on all matters affecting them and to resolve informally, if possible, all matters of grievances between employees and their supervisors.

- The Company policy is that good communication, openness, and a willingness to co-operate and listen, helps to resolve any problems or misunderstandings efficiently and effectively.
- The Company directs that it is the responsibility of all team leaders and managers to listen and respond efficiently and effectively to all employee concerns. These can include terms & conditions of employment, bullying, discrimination and sexual harassment, all concerns should be dealt with in strictest confidence.

**Guidance Note:** A grievance procedure policy is advisable to ensure that employees who believe they have a legitimate grievance have a procedure in place to have that grievance heard, investigated and, if found legitimate, dealt with in a professional and efficient manner.

## Harassment

*Examples of some policies in use are:*

- Harassment will not be condoned in the Company and all allegations of harassment shall be investigated. It is also the company's policy that false accusation of harassment will not be condoned.
- All unwelcome and offensive, humiliating or intimidating actions involving actions, words, gestures or the production, display or circulation of written material or pictures are regarded by the company as harassment and are not condoned.

## Health and Safety Arrangements

*Examples of some policies in use are:*

- Any aspects of employment which an employee considers injurious to their health welfare or safety at work should be communicated in writing to the company Chairperson, as soon as they are perceived. Employees have a duty to work in a safe manner, and to observe the provisions of the company's safety statement.
- It is the responsibility of all Company staff to follow safe working practices, obey health and safety rules and regulations, and work in a way that protects their health and that of others, and does no harm to the environment.

- The Company endeavours to ensure that working conditions and the environment are not detrimental to your health, safety and welfare. You are obliged by law to take reasonable care of your own health, safety and welfare and that of other employees who may be affected by your acts and omissions while at work. You must also co-operate with management to enable the company to comply with their legal duties in regard to health, safety and welfare. The Company has issued a safety statement and you should read and observe the areas/sections that relate to your place of work.
- You must strictly observe all safety regulations and instructions and approved methods of working (known as standard operating procedures). You should wear the items of protective clothing required and provided for you. Disregarding or ignoring such procedures and requirements will render you liable to disciplinary action.
- The Safety, Health and Welfare at Work Act, 1989, provides for consultation between employers and employees to help ensure co-operation in the prevention of accidents and ill health. To this end, The Company have appointed a Health and Safety Advisor and a joint safety committee has been established. This committee consists of the Health and Safety Advisor together with members of management and employees and it's main function is to consider the implementation of the safety statement and make recommendations to management concerning health, safety and welfare.
- The Company acknowledges its role in protecting the health, safety and welfare of the people employed in the organisation and affected by the workplace. The Company are committed to implementing, controlling and maintaining a programme that ensures, where possible, that all risks and hazards are eliminated or otherwise controlled to an acceptable level.

## Increments

*Examples of some policies in use are:*

- Increments will be awarded annually, subject to satisfactory performance, on the anniversary of the date on which the employee commenced employment within the company, until he or she reaches the maximum point on the salary scale.

## Leave of Absence - Paid

*Examples of some policies in use are:*

- When an employee is required to report for jury duty or as a witness in court in connection with the employee's officially assigned duties on a regularly scheduled work day, he/she is excused with pay. The company will retain any fees paid excluding mileage and meals. Employees who have not been subpoenaed or whose attendance is not part of their duties, must use holiday or leave without pay to attend such hearings.
- Paid sick leave entitlement shall accrue per annum at the rate of X hours per month employed. When an employee is certified by a medical practitioner as being unable to perform duties because of illness or injury, the employee should request in writing "sick leave" from the company. Time off for appointments with medical personnel is chargeable to "sick leave" and requests must be made as much in advance as possible. The employee is expected to return to work following the appointment and may be required to provide verification from the person with whom the appointment was made. If an employee expends all accumulated sick leave, additional absence shall be charged against accumulated holiday time. In the event that accumulated holiday time is insufficient, the leave shall be treated as leave of absence without pay.
- Employees may take up to 2 consecutive uncertified sick days for which they will be paid. This is subject to a maximum of 7 days in any calendar year.
- Employees who are unable to get to work because of road conditions caused by weather may count the absence against their accrued holiday hours but are expected to report to their supervisor. In the event that the company closes the office for weather or mechanical reasons, the employee's absence will not be charged against holiday hours.
- Public holidays are granted as paid holidays to all employees. When a holiday falls on a Saturday, the Friday preceding will be declared the holiday. When the holiday falls on a Sunday, the Monday following will be declared the holiday. Employees receive holiday pay for scheduled hours of work on the holiday. An employee should be in pay status the day before and the day following a Holiday.
- Employees earn holidays at the rate of \_\_\_\_\_ hours per month. These hours can be used as soon as they are earned. Employees must submit a written request for holidays to the Manager. Approval is subject to the maintenance of adequate office support. Unused holiday hours will be paid to the employee upon leaving employment.

- A sufficient amount of time off with pay will be given for the purpose of voting in national and local elections.
- Paid time off, other than sick leave or holiday leave includes, for a Death in the Family: Providing the employee attends the funeral, one day's leave shall be allowed for an employee's partner, sibling, niece, nephew, aunt, uncle, employee's or employee's partner's parent, child, grandchild, son-in-law or daughter-in-law.
- Time required that is incident to death of a relative or friend may be charged to available paid leave.
- Staff should avail of their full annual leave entitlement within the calendar year. Carry-over of leave will be possible only where staff have applied for untaken leave and been refused due to the requirements of the workplace. Carried-over leave must be taken within the first three months of the subsequent year.

### **Leave of Absence - Unpaid**

*Examples of some policies in use are:*

- Unpaid time off, may be granted at the company's discretion for the following purposes:
  - For inclement weather, preventing the employee attending the workplace, and evidenced by the closure of public employments in the area on the date.
  - For sickness, maternity or family care.
  - For involuntary Jury Service.
  - For formal study.
  - For any other reason deemed to be at the convenience of the company.

### **Leave of Absence - Unauthorised**

*Examples of some policies in use are:*

- Employees failing to return to work upon expiration of their leave of absence, either with or without pay, shall be considered to have terminated.
- If an employee is absent and has not notified the company, the employee will be considered as having abandoned the job at the third consecutive workday of the unauthorised absence, unless the company judge the circumstances to have been emergency in nature, and it can be shown that it was impossible

for the employee to have given proper notification to the company.

- Absences from the workplace which are not approved in advance by the company shall be regarded as unauthorised absences and shall be charged against unpaid leave.

### **Medical and First-Aid Facilities**

*Examples of some policies in use are:*

- Medical and first aid facilities shall be provided by the employer; and any perceived deficiencies in same shall be notified to their supervisor by any employee.

### **Mobility**

*Examples of some policies in use are:*

- Employees may be assigned to carry out their duties at a different location from their normal workplace from time to time.
- Employees who are required to relocate to alternative locations are also entitled to assistance with moving and obtaining alternative accommodation.

### **Outside Employment**

*Examples of some policies in use are:*

- No outside paid employment may be entered into by fulltime employees, except with the specific approval of the company.
- In very exceptional circumstances, specific external employment and consulting engagements may be approved as paid leave that the employee may spend away from his or her normal work duties. Time may be granted on a case-by-case basis by the CEO, or designee, only when:
  - (1) the work is to be done with no remuneration from the external entity to the employee;
  - (2) there will be no direct expense to the company; and
  - (3) the work will specifically enhance the value of the employee to the company, or specifically enhance the company's standing in the community as a contributor to charitable organisations.
- You may be permitted to engage in outside employment/activities that do not pose a conflict of interest if such employment/activities are properly disclosed and approved.

## Overtime

*Examples of some policies in use are:*

- Hourly employees are paid at the rate of one and one-half times their regular hourly pay for all time worked in excess of 40 hours in any one work week or offered the same in compensatory time off.
- The company must approve any overtime prior to scheduled work. Failure to do so can result in disciplinary action.
- Monthly salaried employees are not normally eligible for overtime pay. Monthly salaried employees who accept work in a secondary department may receive compensation provided the work is not incident to their regularly assigned duties and responsibilities. Approval by the department head and the appropriate director is required prior to any commitments to provide any compensation.

## Payroll Deductions

*Examples of some policies in use are:*

- Certain legally required deductions are made from wages and salaries. These are for PRSI, Income Tax and court ordered deductions.
- Pay for employment will be stated in the contract of employment and will be subject to statutory deductions for tax and PRSI. Wages will be paid monthly on the last working day of each month. The employee will furnish a valid Tax Free Allowance Certificate at commencement, and a P45 from a former employer if any.

## Pensions

*Examples of some policies in use are:*

- Defined Contribution Plan - The company contributes a percentage of salary toward the purchase of a retirement annuity from investment options provided through selected retirement investment firms. The employee makes no contribution. At the time of retirement, benefits are based on the amount in the individual's annuity account, the member's age and the option selected. While the retirement benefits can be payable at any time, they will be significantly lower when paid at an early age because of actuarial and accumulation factors.

## Performance Evaluation

*Examples of some policies in use are:*

- All employees are to receive a performance evaluation at least once each year. Evaluations may be given on a more frequent schedule when supervisors believe them to be useful. New employees are to receive an evaluation at the completion of their probationary period. Each employee will receive an evaluation from his/her immediate supervisor.

## Personal Business

*Examples of some policies in use are:*

- All personal mail must be directed to the employee's home. Personal business activities (non-emergency phone calls) are not to be carried on during working hours. Mail received by the Company may be opened if the addressee's identification is not clear.

## Probation

*Examples of some policies in use are:*

- Hourly employees serve a probationary period of six months, and monthly employees serve a probationary period of one year. The probationary period is a time for learning the job requirements and demonstrating the skills and abilities to perform the duties assigned. When the probationary period is completed, employees are assumed to have demonstrated satisfactory performance in the position. Written, oral, skill, physical or other appropriate examinations may be required during the probationary period to help establish the employee's qualifications for continued employment.
- Confirmation of all appointments will be subject to satisfactory completion of a period of probation which will normally be for six months. The period may be extended if management is not fully satisfied that the employee is suitable for the post.

## Recruitment & Selection

*Examples of some policies in use are:*

- Recruitment and selection will be made from the widest possible field and positions will be advertised externally and internally.
- The company is an equal opportunities employer.

## Redundancy

*Examples of some policies in use are:*

- If the company decides a reduction in force is necessary or if one or more positions are eliminated, employees are identified for layoff after evaluating the following factors: work requirements, abilities, experience, and skills.
- Where redundancy is unavoidable the company will give 30 days notice to staff.

## Resignations

*Examples of some policies in use are:*

- An employee who wants to terminate employment shall give a written notice directly to the company.
- An employee who wants to terminate employment is expected to give as much advance written notice as possible. The company officially accepts the resignation on receipt of same.

## Restaurant and Canteen Facilities

*Examples of some policies in use are:*

- Where canteen facilities are provided, any food and drink to be consumed by any employee during breaks from work, shall be consumed in the canteen facilities only. Left-over food and drink must be disposed of so as to leave the premises in a hygienic state. Where canteen facilities are provided, any employee may use them for a lunch break from 1pm to 2pm, or for a paid refreshment break from 10.30am to 10.40am each morning, and from 3.20pm to 3.30pm each afternoon.
- Chewing gum is not permitted while on duty. The only time you are allowed to eat is during the designated meal period. Do not snack on food items in the concession stand or in any of the service areas.
- Employees may be granted a 20-minute break during each four-hour work period. The break will be scheduled by supervisors within the four-hour period.

- The normal workday is eight hours commencing at 8:00 a.m. and ending at 5:00 p.m. with a one-hour unpaid lunch to be taken in staggered shifts to support the office.
- Electronic coverage of phones is discouraged except when alternatives are not available. Thus if the OA is the only person in the office and needs to be gone on a rest break, it is acceptable to use electronic coverage. If two staff are available in the office, the rest periods should be staggered. Employees are permitted two paid 15-minute rest periods. Rest periods are to be scheduled in staggered shifts to support the office.

## Retirements

*Examples of some policies in use are:*

- Individuals who are at least 55 years of age and have 10 or more years of service may request to be allowed to reduce their workloads and phase into another career or full retirement.
- Employees who meet the eligibility requirements for retirement receive a benefits package provided by the company. Those benefits include health and dental insurance and parking permit.

## Security and Keys

*Examples of some policies in use are:*

- All acts or suspected acts of crime or vandalism shall be reported immediately to the company by any employee. Staff members who are keyholders are required to exercise care and foresight in relation to keys and security. When a person terminates employment, keys must be returned to the company.
- Keys for buildings, offices, storerooms and laboratories are issued by the Administration Department only. Employees entrusted with keys are responsible for reporting any loss of keys immediately and for turning in all keys issued to them upon termination of employment.

## Sick Leave

*Examples of some policies in use are:*

Employees earn sick leave at the rate of \_\_\_\_\_ hours per month. Sick days can be used as soon as they are earned.

*Uses of Sick Leave:*

1. Employees may use accrued sick leave for personal illness, bodily injuries, and other medically related disabilities including pregnancy.
  2. Sick leave used for scheduled medical and dental appointments is deducted per actual time used with a 1-hour minimum.
  3. The company may request an employee to provide a doctor's release to return to work following an extended leave. The company may also request a doctor's verification for any extended sick leave used/requested.
  4. Pallbearer, funeral leave, and emergency leave. Not to exceed three days for each occurrence for immediate family. Not to exceed one day outside immediate family. Not to exceed 5 days per calendar year for the care of and necessary attention to ill or injured members of the employee's immediate family. Note: all such time is charged to the extent of available accrued sick leave. Immediate family is defined as and limited to employee's spouse, children (foster, step, grand), parents (foster, step, grand), brothers/sisters (foster, step), aunts, uncles, nieces, nephews, and corresponding relatives of the employees spouse. Employees are permitted to use available compensatory time, and/or holiday leave in lieu of sick leave when they so request. When a holiday occurs during an employee's paid sick leave, the employee's sick leave account shall not be charged for the holiday.
- Absences due to personal illness should be reported on the monthly payroll certification or hourly time records.

**Guidance Note:** It is suggested that sick leave be given on an hourly basis and available as earned. Example: 144 hours per year or 18 days are earned at the rate of 12 hours per month. Employees working less than full time can have sick leave benefit pro-rated.

## Smoking

*Examples of some policies in use are:*

- The company operates a non-smoking workplace and facility. Staff are expected to comply and encourage compliance with this provision.
- The smoking or chewing of a tobacco product is not permitted in any location within the office complex.
- There should be no smoking anywhere the public can smell or see it. This applies to any meeting rooms and/or office areas the public might have access to. The staff in the office will and should be considered the same as the client when it comes to a smoking policy.
- A non-smoking policy applies to all company workplaces, meetings and training programmes held on or off-site.

## Solicitation/Distribution

*Examples of some policies in use are:*

- Soliciting gifts or money, accepting money from suppliers or engaging in the unauthorized sale of services, merchandise, raffle tickets, lotteries, etc., is prohibited as is solicitation for membership in organizations unrelated to the purpose of the company. Unauthorized distribution of literature, membership cards, etc. is prohibited.
- There shall be no pressure or coercion applied to any employee to contribute to or to participate in any fund-raising activities. Comments pertaining to non-participation shall not be a part of any employee's performance evaluation. Normal career progression and promotion are not contingent upon an individual's participation.

## Trade Union

*Examples of some policies in use are:*

- Management recognises the right of employees to join or hold office in a trade union of their choice. An employee equally has the right not to join a trade union.
- Management recognises \_\_\_\_\_(specify)Trade Union for bargaining purposes.

## Training

*Examples of some policies in use are:*

- Departments are encouraged to promote the development and training of their staff. Time off during working hours may be given. Permission to enroll in and attend staff development training opportunities during normal working hours must be obtained through regular supervisory channels.

## Travel & Meal Expenses

*Examples of some policies in use are:*

- Travelling mileage and subsistence expenses will be paid at the rates approved for staff from time to time, within the budget allowance of the employee, which budget allowance shall be set by the \* company on an annual basis.
- The company will conduct a driver's license verification and status check on new employees selected for positions that involve operation of a company motor vehicle. In addition, the company will conduct periodic driver's license verification and status checks on all employees in positions involving operation of a company motor vehicle.
- If a current employee's license is suspended or revoked, expires or is subject to modification or restriction and such action prevents the employee from performing any part of his/her regularly assigned work duties, that employee will not be permitted to operate a company motor vehicle on any public roadway until the license is fully reinstated, renewed or additionally modified. Until the employee's driving privileges are restored, the employee's department may reassign the employee to a job not requiring the operation of a motor vehicle or place the employee on appropriate leave status.
- Employees of the company will be reimbursed for the operation of their personal vehicle while on company business at a rate established by the company. The employee assumes liability for his/her vehicle in work related travel.
- Meals and lodging expenses while on company business will be reimbursed, but must have prior authorisation of the Company.
- All commercial air travel must be purchased from the travel agencies designated by the management.
- When private vehicles are used for company business purposes and one expects to be reimbursed , the transporting of private passengers not on

company business is not prohibited; however, it is suggested and requested that the practice be held to a minimum.

## Valuables

*Examples of some policies in use are:*

- The Company is not responsible for any employee's lost or stolen articles. Please secure your personal property at the workplace.
- Cellular phones and pagers are not allowed on site. Management reserves the right to inspect any belongings brought on site. Please do not bring any valuables to work, as lockers are not available.

## Violations of Company Policy

*Examples of some policies in use are:*

- Violations which will result in disciplinary action or dismissal include:
  - Breach of company policies as notified in the Staff Handbook.
  - Unauthorised absence from an assigned work area
  - Unsatisfactory job performance, or otherwise not performing to standards.
  - Returning to, or remaining on, the premises during non-working time
  - Presence in an unauthorised area.
  - Failure to call in an absence or lateness according to departmental procedures.
  - Unwelcome, intimidating or harassing comments, remarks, conduct or gestures creating an unfavourable working environment.
  - Failure or refusal to perform assigned duties or carry out instructions, or engaging in any activity detrimental to the operations of the company
  - Violation of posted safety, security, health or fire prevention rules, or otherwise causing a safety hazard or failure to report an unsafe condition existing on the premises.
  - Engaging in disruptive behaviour while on the premises, including gambling, fighting, issuing threats, horseplay, practical joking, name-calling, yelling, arguing loudly in public, use of profane or abusive language.
  - Sleeping while on duty.
  - Harassment/discrimination where such has the effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

- Reporting to work while under the influence of any intoxicant/drug.
- Possession of a deadly weapon on the premises.
- Falsification of records.
- Absence from work for three consecutive, scheduled work days without notifying the appropriate supervisor of a satisfactory reason, such as an illness or accident (as evidenced by written certification by a medical doctor, if requested by management). This type of an absence constitutes job abandonment.
- A criminal complaint, arrest, indictment, or conviction of an employee for alleged unlawful activity may result in a suspension pending an investigation or discharge, depending upon, for example, the alleged seriousness of the act, or the job-relatedness, and the evidence supporting the allegation(s).

### Visual Display Units

*Examples of some policies in use are:*

- Employees working for more than one hour per day on a VDU may have an eye test once per annum, and the company will bear the cost of such a test.

### Working from Home

*Examples of some policies in use are:*

- This is not a formal arrangement or policy, but is provided in particular circumstances where an individual and the company agree on the employee completing a particular piece of work from home.



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