



# **COMPANY NAME**

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Employee Handbook

# Receipt and Acknowledgment of **Company Name** Employee Handbook

I, the undersigned, acknowledge receipt of the Employee Handbook ([edition number](#)) for the employees of the [Company Name](#). I understand that the policies and benefits described in it are subject to change and may be done so by [The Company](#) at any time for reasons it deems fit.

I further understand that my employment with [The Company](#) is governed by the following agreement:

1. That I agree to diligently perform the duties and responsibilities pertaining to the job which I have been hired for and other such duties that the management may assign from time to time.
2. That I shall faithfully comply with the company rules and regulations and meet the standards of performance prescribed by [The Company](#), to qualify for regular employment.
3. That it is understood that in case of resignation, a thirty (30) days prior notice of intention to resign should be given to the Management.
4. That it is understood that if, at any time, I am found unqualified or unfit for employment after due process and careful evaluation of my work performance vis-a-vis the prescribed standards of performance, [The Company](#) may, in its exclusive discretion, lay me off.

### Confidential Information

I am aware that during the course of my employment confidential information will be made available to me (i.e. product designs, marketing strategies, customer lists, pricing policies and other related information, etc.). I understand that this information is proprietary and critical to the success of [The Company](#) and must not be given out or used outside of [The Company's](#) premises or with non-[The Company](#) employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company, or else risk litigation.

\_\_\_\_\_  
Employee's Printed Name & Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

## Welcome to **Company Name!**

You have joined one of the country's fastest growing and largest **industry type**. Whether you come to the company as an assistant or a supervisor, a technical specialist or an associate, or director, please know that you play an invaluable role in the life of our organization. We hope that you will find your stint here at **Company Name** as a fruitful and rewarding experience.

This handbook was prepared by the Human Resources Management and Development Office (HRMD) to acquaint you with the various HRMD policies of **Company Name**. It is intended to give you a better understanding of your responsibilities and the conditions under which you work. In a nutshell, it contains a brief history of the organization, a description of its mandate, functions and operations, and the rules and regulations governing the workplace. This handbook should answer the questions most frequently asked by employees and serve as a "ready reference" for you. Your supervisor can help you with any questions you have that are not answered here.

We are pleased to have you as part of **Company Name**. Our human resources are what make this organization truly the company of choice.

Sincerely,

Name  
Official Title

# Using this Book



This handbook replaces and supersedes all prior employee handbooks regarding employment or HRMD matters effective as of [Effective Date](#). The policies and practices included in this handbook may be modified at any time. The entire content of this handbook is available through the company's Intranet at [URL](#). You will be informed as soon as possible when this occurs.

This handbook is intended for use by all employees of the [Company Name](#). It is presented for information purposes only. For those employees in a position covered by a collective bargaining agreement, you should refer to the agreement which governs your terms and conditions of employment.

Your department has additional specific procedures for many of the general policies stated in the handbook. You are expected to learn your department's procedures and comply with them. You are also expected to conform to the professional standards of your occupation. Please direct any questions to your supervisor, department head, or to the Human Resources Management and Development Office, which is located in [location \(like building name and floor level\)](#).

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# About **Company Name**

*Tagline*



The Company is a type of business or industry that focuses on type of products.

The Company was founded in date of foundation, at given circumstances.

We aim to provide not only primary products, but also secondary products that will help the target audience. Continued growth has given us the opportunity to improve our services, etc.

## **Our Mission**

Place your Mission Statement here.

## **Our Vision**

Place your Vision Statement here.

## **Corporate Responsibility**

Enter your company's values and principles here.

## **Career Opportunities**

Place your text here

# Terms of Employment

## Recruitment, Selection, and Placement



The company uses a number of methods to encourage qualified persons to apply for jobs. These include posting of notices of job openings on company bulletin boards to alert personnel of openings on company bulletin, online job postings and maintaining relationships with staffing sources, including universities. Depending on the type of position open and the labor market that qualifies, recruiting efforts may be local or expanded.

For regular positions, the prospective employee should at least meet the minimum position qualification requirements set by [Company Name](#) Qualification Standards. The [Company Name](#) Qualification Standards are set of competencies needed to perform satisfactorily the responsibilities of a certain position. This includes but is not limited to education, experience, training, and personality traits.

As far as practicable, hiring preference is given first to employees working for the company. This is to provide opportunities for employees for their career growth. They will however still have to meet the minimum qualifications set for their applied positions.

## Employment of Relatives

It is the policy of [Company Name](#) that no employee may hire or cause to be hired, nor supervise, any relative of the employee otherwise employed by the company within the third degree of consanguinity or affinity, except with the prior approval of the President.

## Outside Professional Engagement

A private professional engagement refers to a project entered into by an employee whereby he performs some professional work for an individual or entity other than [Company Name](#).

[Company Name](#) employees are enjoined to devote their full professional time and expertise to working for the company. Before accepting any outside professional engagement, you should discuss the matter with your department head to obtain clearance.

The required clearance is solely for the purpose of enabling the company to determine whether the private professional engagement involves conflicts of interest and whether it will, in any way, impair or diminish the efficiency and productivity with which the employee concerned performs his professional duties at [Company Name](#).

## Employment Status

The classification of employment in [Company Name](#) are as follows:

1. Regular employees are those who have successfully completed the probationary period and have met the standards required for a regular position, or those who, upon hiring, are given regular appointment upon the recommendation of the Unit Head or Department Manager.
2. Probationary employees are those hired to fill in regular positions and undergo a probationary period of six months to determine their capability and fitness to hold the position on a regular basis.
3. Contractual employees are those hired for a definite or fixed period of time for a specific project and whose engagement is coterminous with the completion of the project.

## Personnel File

The HRMD Office acts as the custodian of all employees' personnel records. To keep the records up to date, the following information should be reported immediately to the HRMD through a duly accomplished Human Resource Update form and other forms pertaining to SSS, PhilHealth, Pag-ibig, BIR, Group Term Life Insurance, etc. whenever necessary:

- Change in name or surname
- Change in civil status
- Any change in address
- Change in telephone number
- Change of beneficiaries
- An additional member of the family
- A death in the family
- Change in the name of person to be contacted in case of an emergency,
- A report on any special course or seminar completed, and any degree completed
- Any other information which the employee wants included in his or her files.

## Promotion

A promotion is defined as an advancement of an employee from one position to another usually accompanied by an increase in duties and responsibilities as authorized by law and accompanied by an increase in salary.

The following guidelines are followed in the promotion selection process:

- Promotions are based upon merit;
- Promotions are based upon merit;
- Evaluations are job-related;
- Supervisors consider as many potential candidates as necessary to assure high quality candidates;
- Management retains the right to select or not select candidates from any source it determines is appropriate.

## **Transfer**

Transfer is a movement from one position to another, which is of equivalent rank, level or salary without break in service involving the issuance of the appointment. Any inter-department transfer of an employee will be allowed only upon the recommendation of the head of the releasing department/unit, in consultation with HRMD and upon acceptance of the head of the absorbing department/unit.

## **Demotion**

Demotion is a movement from one position to another involving the issuance of an appointment with diminution in duties, responsibilities, status or rank which may or may not involve reduction in salary.

In case demotion involves reduction in salary but is non-disciplinary, a written consent shall be secured from the demoted employee.

## **Temporary Assignments**

To meet exigencies of work or as part of personnel training program, an employee may be temporarily assigned to another position, provided that such assignment does not exceed three months. He may, however, choose to remain in the position, in which case he will have to request for a transfer following the procedure described in the section on TRANSFER.

## **Separation**

Separation means the disengagement of the employee from the institution, which may either be initiated by the company or by the employee.

Employee-initiated separation is commonly termed as resignation. An employee may terminate without just cause the employee-employer relationship by serving at least one (1) month in advance, complete the clearance procedures, and go through an exit interview.

**Company Name** may terminate an employment for any of the following causes:

- a. Serious misconduct or willful disobedience by the employee of the lawful orders of the company in connection with his work;
- b. Gross and habitual neglect by the employee of his duties;
- c. Fraud and willful breach by the employee of the trust reposed in him by the company;
- d. Commission of a crime or offense by the employee against the duly authorized representative of the company; and
- e. Other causes analogous to the foregoing.

# General Policies and Procedures

## Working Hours and Rest Periods



The regular workweek of [Company Name](#) is from Mondays to Fridays, 5 days a week. Work schedule is generally between 8:30 to 5:30 though everyone is advised to consult first with their [Department Head or supervisor](#) as this may be varied depending on the department's operational needs. Everyone is expected to report punctually for his or her work.

Employees - non-supervisory and supervisory -- are required to [swipe their ID cards through the timekeeping machine twice daily, upon arrival in the morning and before leaving the office after work.](#) No employee is allowed to swipe the ID of another employee.

Employees are entitled to a fifteen-minute break in the morning and in the afternoon for snacks. Lunch break is between noon and 1:00 p.m. Staggered coffee and lunch breaks may be arranged to ensure the continuous flow of activities and to avoid crowding in the cafeteria.

## Paid Holidays

### Regular Holidays

New Year's Day	January 1
Maundy Thursday	Movable date
Good Friday	Movable date
Araw ng Kagitingan	April 9
Labor Day	May 1
Independence Day	June 12
Bonifacio Day	November 30
Christmas Day	December 25
Rizal Day	December 30

### Nationwide Special Holidays

All Saint's Day	November 1
Last Day of the Year	December 31

## Personal Business

All non-job-related business must be conducted outside of working time. Friends, relatives, and others are asked not to visit the work area during working hours. If the purpose of their coming is not connected with the business of the company, visitors may be received at the front lobby.

## Office Decorum

The **Company Name** Management desires to create an office environment that is dignified, pleasant, and conducive to serious professional work. Such an environment calls for the adoption and observance of certain standards of propriety, refinement, and formality that, along with competence and moral integrity, mark a true professional.

Employees are encouraged to foster a work atmosphere conducive to productivity. They should perform whatever tasks they have in hand with order, intensity, and constancy and upon the completion of one task, should take up the next.

*Whereabouts* - employees should inform their superiors of their whereabouts or itineraries daily to insure continuity of communications.

*Use of Computers* - **Company Name's** personal computers are to be used exclusively for business purpose unless authorized otherwise. Permission will be given for the use of personal computer during non-business so long as employees record all time for which they will be charged and supply their own diskette.

*Use of Telephone* - in order to keep telephone lines open for business calls, employees are discouraged to make personal calls. Personal unavoidable calls when taken or made should be for the shortest possible time only. The use of the telephone by outsiders in employees' respective areas is likewise discouraged, unless it is in connection with the company's business.

All telephone calls should be answered promptly and all inquiries handled courteously. Greet the caller pleasantly, courteously and be always at their service.

Determine what the caller wants. If you cannot supply the needed info, transfer the call to the proper person, or jot down the number and the message.

Close with a happy ending. "Thank you for calling" is always in good taste.

*Use of Office Equipment* - non-employees should be refused politely if they request use of office equipment except in the use of the telephone. They shall allow the use of office equipment only in cases where the use is to generate documents in relation with their business with us.

## Inventions, Discoveries and Software

Under company policy, any invention, discovery, or device-like software which is the result of the performance of an employee's regularly-assigned duties, unless there is an agreement, express or implied, to the contrary shall be disclosed to the company, shall be the property of the company, and shall be assigned to the company or an organization designated by the company.

If the employee is uncertain about the value of or whether the company has rights to any piece of intellectual property, the employee concerned should file a disclosure and receive a written response from the Management of the company

# Compensation and Benefits

## Salaries



It is **Company Name's** desire to pay all employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Salaries are based on a salary structure approved by the Management Committee.

Existing jobs, position classifications and salary scales are reviewed regularly. On the basis of any significant findings, the job hierarchy and salary ranges shall be revised accordingly.

Changes in salaries may be implemented through:

*Merit increases* are adjustments based on the individual's meritorious work performance.

*Increases due to Promotion or Re-classification* are adjustments given when there is a change of position from one job to another of a higher classification.

Salaries for probationary and regular employees are paid semimonthly through a designated bank every 15th and 30th days of the month or earlier if the scheduled days fall on weekends. They shall receive their pay slips that show the composition of their salaries and deductions through the Payroll section of the Accounting and Finance Unit (AFU). Contractual staff members shall receive their semimonthly pay through the Cashier of AFU.

## Overtime

On occasion, staffs may be required by their supervisor to work more hours than their normal schedule. Such work are treated as overtime (OT) and requires a minimum of one (1) hour to be considered, in addition to the official daily eight hours of work.

Employees who engage into overtime work are required to obtain consent from their superior by filing an Overtime Authorization (OTA) prior to the overtime work.

Aside from overtime pay, a meal allowance is also provided for overtime work rendered for more than 2 hours. This is integrated with the payroll at the end of the month.

## Bereavement Assistance

A financial assistance amounting to P 4,000 will be given to all regular employees upon the death of any member of his immediate family. The amount is granted as a gesture of sympathy from the management and staff of Company Name for his deceased family members.

The immediate family or dependents of a married employee are composed of the following:

Legitimate spouse  
Legitimate children  
Parents

The immediate family or dependents of a single employee are composed of the following:

Parent(s)  
Brother(s) and Sister (s)

Requests for check payment is to be submitted to the AFU, duly endorsed by the employee's immediate superior, may be submitted immediately upon the death of a legitimate dependent. A copy of the death certificate or any other document to support the death benefit claims within five weeks from date of request for advance payment

## Vacation Leave

[Company Name](#) recognizes the importance of granting every employee some respite from work in order to bring renewed vigor and enthusiasm to the job.

[Company Name](#) grants an annual vacation leave credits to employees varying on their position level starting on the date of the regular appointment of an employee or upon reaching one's 6<sup>th</sup> month of service.

Level	No. of Days
Director	24
Department Head	21
Supervisory	18
Rank and File	16

The employee planning to avail of the VL shall accomplish the Personnel Leave Authority Form duly approved by the immediate superior prior to the date of the leave

Earned but unused vacation leaves could be accumulated up to two years equivalent and converted into 50% of its cash value.

## Sick Leave

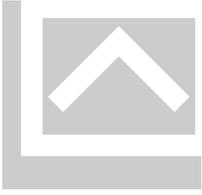
Sick leave is a privilege, which employees can avail of only in genuine cases of sickness. Regardless of their position level, regular employees are entitled to 10 days of sick leave

every year starting on the date of the regular appointment of an employee or upon reaching one's 6<sup>th</sup> month of service.

A Personnel Leave Authority form must be filed with HRMD not later than two days after the staff member has reported back for work.

Earned but unused sick leaves on each year cannot be accumulated and carried over the next fiscal year.

# Career and Personnel Development



It is the policy of [Company Name](#) to encourage its employees to develop in their jobs so that they may improve job performance and qualify for more advanced positions. To further this policy, the company offers training and career development services.

## Trainings and Seminars

The HRMD Office offers various training opportunities for [Company Name](#) employees both for skills relating to their position and for personal improvement. Employees may need to receive the permission of their supervisor before attending certain workshops to check with their training development plan. Classes address a wide range of training issues, including management and supervisory skills, computer skills, basic communication skills, and writing and literacy skills.

Outside seminars may also be available either through invitation and sponsorship of a company, foundation, or foreign government or upon the recommendation of the employee's immediate superior and HRMD.

## Career Development Services

To support the managers and the workforce in meeting the expectations of the organization, trained staffs from the HRMD's Career Development Services are available through individual appointments and department consultations to assist with:

- Personal assessments of employee skills, competencies, knowledge, and values
- Career counseling, planning, skill/competency assessment, and job choice help
- Provide referrals to other community-based job assistance services and useful websites, insightful readings, references and referrals
- Job change information
- Referrals for professional development/training options
- Needs of staff on layoff status
- Guidance on mentoring relationships
- Promotional and succession planning assistance for units