

	POLICIES AND PROCEDURES	INDEX NO. 2033	APPROVAL LEVEL EB
	SUBJECT Employee Manual	EFFECTIVE 8/2024	SUPERSEDES 5/04
	SPECIAL DISTRIBUTION		

POLICY

To provide a policy manual containing plans, procedures, policies and classifications of employment. To provide general information. It is not intended to create, and it does not create, either an express or implied contract of employment.

PROCEDURE

The Executive Board is responsible to declare and administer the Employee Manual which is a policy manual for employees. It shall contain the employment policies and procedures of Family RV Association.

This policy manual shall include the following information:

1. Philosophy of Family RV Association.
2. General information on equal employment opportunity, Americans With Disability Act, prohibited harassment, immigration and employment eligibility and employment classifications (Introductory, Regular Full Time Exempt, Regular Full Time Non-Exempt, Regular Part-time Exempt and Regular Part-time Non-Exempt).
3. Benefits (Health, Dental, Group Life and Accidental Death and Dismemberment Insurance, Disability, 401(k), Paid Time Off, Educational Assistance, Personal Leave, etc.)
4. Workplace Policies and Procedures.
5. Resignation requirements and procedure.
6. The Employment relationship policies and procedures specifying employment-at-will and all requirements for employment agreements and performance of these agreements.
7. Employee Policy Manual Receipt.

Proposals for changes and amendments to the Employees Manual shall be submitted in writing to the Executive Director for presentation to the Executive Board for its approval.