

Employee Handbook

Background- Last year the Northern Section stated in an insurance questionnaire that we had an employee handbook. I used the Southern Section's Handbook and adopted it to fit our needs.

Issues- I have placed question marks after a few sections of the handbook, that we need to discuss and make sure this meets the needs of the Northern Section.

1. If the employees work a certain number of days, do you have paid holidays (pg4)?
2. Do we want unused sick leave to accumulate towards service time (pg4)?
3. Do we want to pay 50% of the salary up to 150 days if the absence extends beyond the number of sick leave days (pg4)?
4. Jury duty compensation 10 days every three years (pg 5). Is this statement legal?
5. Retirement/medical benefits (pg 6), do we want to do this?

Recommendation- The Executive Committee discusses the sections in question makes changes/recommendations and accepts the handbook.