**[Participant Name]**

Employee Handbook [Year]

[Issue Date or Update Date]

**Welcome**

[Introductory welcome letter from the participant to the employees]

**Table of Contents**

[**Values 4**](#_heading=h.lm82i2xq2d3w)

[**Personnel Records 4**](#_heading=h.xex28z4dbfpr)

[**Introductory Period 4**](#_heading=h.aggqytox4ldg)

[**Training and Staff Meetings 4**](#_heading=h.o6sc94ay8ato)

[**Benefits 4**](#_heading=h.n8nuku12efb5)

[**Worker's Compensation 6**](#_heading=h.f7flowsncv1)

[**Payroll 6**](#_heading=h.ru5drkt01tew)

[**Overtime 6**](#_heading=h.dcvbmi1ppyrs)

[**Electronic Visit Verification (EVV) 6**](#_heading=h.acdym24xwc1z)

[**Confidentiality 6**](#_heading=h.9nm2q1ef8lme)

[**Cell Phones 6**](#_heading=h.s5dqxxxmhsqb)

[**Inclement Weather 6**](#_heading=h.fxgeuycewode)

[**Appraisals and Evaluations 7**](#_heading=h.mnvm9avj7h8i)

[**Fraud Policy 7**](#_heading=h.xcd7n6yeyyeh)

[**Incidents and Investigations 7**](#_heading=h.e6mh58qwcjho)

[**Employee Acknowledgement 8**](#_heading=h.d88omzym3acf)

# Values

[Include any values the employer has related to employees.

Include any notes regarding

* dignity of risk
* language desired (identify first, person-first, etc)]

# Personnel Records

[Include any requirements for updates to personnel records.

Include any notes regarding

* how personnel records are kept secure
* how employees should update their records with their employer]

# Introductory Period

[Include any Introductory period requirements that an employee may have.

You can:

* Include a note on how often the evaluations will happen. 30, 60, and 90 day Introductory periods are common. These allow time for an employer and employee to get to know each other and determine if the job is a good fit.
* be specific about what happens at the end of the Introductory period. It is common for there to be a formal review of the employee; negative reviews can end with the termination of the employee.]

# Training and Staff Meetings

[Include any information regarding how training or staff meetings will be conducted by the employer.

You can include:

* a note if training will be paid at a lesser amount that regular hours
* a note if all or some of staff meetings are required]

# Benefits

Holiday Pay (if applicable)

[Include all details related to whether or not the employer offers Holiday Pay. Include any information related to what pay will look like for the employee if they work on a holiday.

Best practice:

* Be as specific as possible - include any details related to which holidays count towards Holiday Pay
* When possible, list the specific holidays that apply
* Be specific about how much more holiday rates will be ($1.00 more per hour, specific dollar amount)]
* Be specific about which employees will have access to this benefit (Full time, part time, everyone)
* Be specific about which job positions will be asked to work holidays]

Paid Time Off (if applicable)

[Include all details related to whether or not the employer offers Paid Time Off; Make sure this policy meets all legal requirements related to paid leave.

Best practices:

* Be specific about which employees have access to Paid Time Off (Full time, part time)
* Be specific about how long an employee must work before gaining access to this benefit (90 days is common)
* Be specific about how PTO is accrued or offered
* Be specific about what happens to PTO at the end of the participant’s plan year
* Be specific about what happens to PTO if an employee resigns or is terminated

 NOTE: The DDA cannot authorize PTO to be paid out for any employee upon resignation or termination.

* Be specific about what PTO can / cannot be used for
* Be specific about whether or not PTO will carry over

NOTE: The DDA cannot authorize funds to be carried over from year to year, but participants can budget for additional PTO in the next year’s budget]

* Be specific about what happens if an employee becomes ineligible for the benefit

Unpaid Leave (if applicable)

[Include any details related to Unpaid Leaves of Absence or other unpaid leave. Be sure to include any legal requirements related to unpaid leave.

Best practice:

* Be specific about how unpaid leave is requested]

Health Insurance (if applicable)

[Include all details related to whether or not the employer offers health insurance. If the employer is offering health insurance, this policy must include which employees have access to the benefit and how many dollars per month can be reimbursed. The policy can also be clear to employees that only health insurance premiums apply to the benefit. Employee co-pays, dental, or vision benefits do not apply.

Best practice:

* Be specific about how an employee requests this benefit
* Be specific about what happens if an employee becomes ineligible for the benefit

# Worker's Compensation

[Worker’s Compensation Insurance is provided by the employer’s FMCS provider. Provide details related to how an employee accesses worker’s compensation.

# Payroll

[Include details related to how timesheets are submitted and reviewed.

You can:

* Be specific about when timesheets are due to the employer for review (noting any EVV requirements)
* Be specific about what happens if timesheets are submitted late
* Be specific about the payroll calendar the employer’s FMCS provider has

# Overtime (if applicable)

[Include any notes about if and why Overtime may be authorized by the employer.

Note: Overtime laws apply to participant employers; authorizing overtime could cause the participant to over utilize their budget]

# Electronic Visit Verification (EVV)

[Include details related to EVV requirements for job positions

Best practice:

* Be specific about what EVV compliance looks like for employees
* Be specific about what EVV non-compliance looks like for employees
* Be specific about what happens if an employee is non-compliant with EVV

# Confidentiality

[Include any notes about how employees should treat the employer’s confidential information]

# Cell Phones

[Include any notes about how cell phones should and should not be used at work]

# Inclement Weather

[Include notes about what an employee should expect when inclement weather occurs

Best practices:

* Consider the types of inclement weather that may affect the employer, be specific about what the employer’s definition of “inclement” means
* Be specific about a communication plan if the employee feels unsafe to attend or complete work due to weather

# Appraisals and Evaluations

[Include any notes about how often employees will be appraised or evaluated. Annually and twice annually evaluations are common.

# Fraud Policy

[Include any notes related to expectations surrounding time keeping and reporting fraud]

# Incidents and Investigations

[Include definitions of incidents and how employees should report them. Include contact information for the participant, their CCS, and their Support Broker.]

#

# Employee Acknowledgement

[Include an acknowledgement notice that is signed by both the employer and the employee]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Participant Signature Date