

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>2033</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT  <b>Employee Manual</b>	EFFECTIVE <b>5/04</b>	SUPERSEDES
	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 FMCA.

This policy manual shall include the following information:

1. Philosophy of FMCA.
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 Chief Executive Officer (CEO) for presentation to the Executive Board for its approval.