**Employee Manual Template for Nonprofits**

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**Employee Manual**

**[Nonprofit’s Name]**  
Date:  
Prepared By:

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# 1. Introduction

## Welcome

Welcome to [Nonprofit Name]. We are excited to have you join our team dedicated to strengthening communities and supporting the nonprofit sector in Northern Utah.

## About the Handbook

This handbook outlines the policies, procedures, and expectations for employment with [Nonprofit Name]. [Nonprofit Name] reserves the right to update this document as needed.

# 2. Mission, Vision, and Values

## Our Mission

[Insert nonprofit’s mission]

## Our Vision

[Insert nonprofit’s vision]

## Our Values

* Integrity
* Equity
* Community
* Collaboration
* Accountability

# 3. Employment Policies

## Equal Employment Opportunity (EEO)

[Nonprofit Name] complies with federal and Utah anti-discrimination laws. We do not discriminate based on race, color, religion, sex, pregnancy, age (40+), national origin, disability, genetic information, sexual orientation, gender identity, or any other protected status.

## At-Will Employment

Employment is “at-will” and may be terminated by the employee or the organization at any time, with or without cause or notice, in accordance with Utah law.

## Hiring and Onboarding

We follow equitable and transparent hiring practices. All employees must complete an I-9 and W-4 form and provide required documentation.

## Background Checks

For positions working with vulnerable populations or handling sensitive data, background checks may be required.

## Americans with Disabilities Act (ADA)

We provide reasonable accommodations in accordance with the ADA and Utah Antidiscrimination Act.

# 4. Compensation and Work Hours

## Classification of Employees

* **Exempt** vs. **Non-Exempt** (FLSA)
* **Full-Time**, **Part-Time**, **Temporary**, or **Contractor**

## Pay Periods

Employees are paid [biweekly/monthly]. Paychecks are issued via [direct deposit/paper check].

## Overtime

Non-exempt employees are eligible for overtime pay (1.5x regular rate) for hours worked over 40 in a workweek, per FLSA.

## Timekeeping

Employees must accurately track their time using [Timekeeping System Name].

# 5. Benefits and Leave

## Holidays

[Nonprofit Name] observes the following holidays: [list]. Paid holidays may be adjusted year to year.

**Paid Time Off (PTO)**

Describe accrual system or flat rate (e.g., 15 days per year, prorated by FTE). Include policies on rollover and cap.

## Sick Leave

Per Utah law, private employers are not required to offer sick leave, but [Nonprofit Name] offers [# days] per year.

## Family and Medical Leave (FMLA)

Applies to employers with 50+ employees. If not applicable, note the org’s voluntary leave options.

## Bereavement Leave

[Insert policy, e.g., 3 paid or unpaid days for immediate family. In detail, define immediate family if that system is used.]

## Jury Duty and Voting

Employees are granted unpaid leave for jury duty or voting per Utah state law. We encourage civic engagement.

## Military Leave

We comply with USERRA for employees who serve in the uniformed services.

# 6. Workplace Conduct

## Code of Conduct

Employees are expected to act with professionalism, integrity, and respect toward clients, coworkers, and the public.

## Harassment and Discrimination

Harassment, including sexual harassment, will not be tolerated. Reports should be made to [HR contact or Executive Director]. Investigations will be conducted promptly and confidentially.

## Drug-Free Workplace

We maintain a drug- and alcohol-free workplace. Violation of this policy may result in disciplinary action including termination.

## Conflict of Interest

Employees must disclose any potential conflicts, including secondary employment or relationships that may influence decision-making.

## Whistleblower Policy

[Nonprofit Name] is committed to lawful and ethical behavior. Employees are encouraged to report any suspected wrongdoing, including these examples:

* Misuse of funds
* Fraudulent activities
* Discrimination or harassment
* Violation of laws, regulations, or organizational policies

Reports can be made confidentially to a supervisor, human resources, and anyone in management. Retaliation against whistleblowers is strictly prohibited and may result in disciplinary action including termination. We comply with the Utah Protection of Public Employees Act and relevant federal regulations.

# 7. Safety and Security

## Workplace Safety

Employees must comply with all safety policies and report hazards immediately. First aid kits and emergency exits are located [insert location].

**Impairment**

Employees may not report to work while under the influence of any condition that may render them unsafe to themselves or to others. This non-exhaustive list may include lack of sleep, emotional state(s), impairment from drugs or alcohol, or any other condition.

## Inclement Weather

If inclement weather affects business operations, employees will be notified by [method]. Remote work may be encouraged when possible.

**Confidentiality**

Employees must maintain confidentiality regarding donor, client, and employee information. Information may not be shared outside the organization unless approved by management.

# 8. Technology and Communication

## Equipment Use

Organizational technology and equipment should be used primarily for work purposes.

## Social Media

Employees should not post confidential information or represent the organization without permission.

## Email and Internet Use

Internet and email use should be professional and comply with our IT usage policy.

## Remote Work Policy

[Nonprofit Name] supports flexible work arrangements, including remote work, for eligible positions based on job function and organizational need.

* Remote work is subject to supervisor approval and may be revoked at any time.
* Employees must be available during core work hours and maintain productivity standards.
* The organization is not responsible for home internet costs or equipment beyond what is provided.
* Confidentiality and data protection standards apply when working remotely.
* Remote workers must comply with all organizational policies.

# 9. Workplace Expectations and Discipline

## Performance and Conduct Standards

Employees are expected to:

* Fulfill job duties with diligence and integrity
* Maintain respectful and professional interactions
* Comply with all organizational policies

**Progressive Discipline Process**

In most cases, [Nonprofit Name] follows a progressive approach to discipline:

1. **Verbal Warning** – Informal discussion with supervisor
2. **Written Warning** – Documented notice with improvement plan
3. **Final Warning or Suspension** – If no improvement or in cases of serious misconduct
4. **Termination** – If behavior or performance does not improve or for serious violations

**Note:** Depending on the severity of the issue, steps may be skipped. Immediate termination may occur for gross misconduct such as theft, harassment, or violence.

**Appeal Process**

Employees may request a review of disciplinary actions by submitting a written appeal to the Executive Director or Board-designated representative within 5 business days.

# 10. Employee Acknowledgment

I acknowledge that I have received, read, and understand the [Nonprofit Name] Employee Handbook. I agree to follow the policies and procedures outlined herein.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_