



Employee Handbook

Pureasol

Table of Contents

Section 1: Introduction:.....1
About This Handbook/Disclaimer/Features

Section 2: Employment:.....2
Personnel File
Joining Pureasol
Eligibility/Requirements
Background Checks
New Employee Orientation
Personnel Files and Access
Employee Qualifications And Diversity/Equal Opportunity
Transfers/Promotion
Internship
Reinstatement/Rehire
3: Performance Reviews/Staff Recognition/Professional Development
Resignation/ Voluntary and Involuntary Termination of Employment
Resolving Workplace Issues/Corrective Action Process/Non Retaliation
Post Resignation/Termination Procedures

Section 3: Requirements In The Workplace:.....4
Drug-Free Workplace
Solicitation/Equipment and Facilities
Reporting Broken Property
Favoritism
Security and Confidential Information
Ethics and Compliance/Conflict of Interest/Violence
Pornography
Code of Conduct
5: Dress Code/ Personal Appearance/Personal Electronics
Use of Computers and Network
Meeting Standards
Emails
Emergency Preparedness
Prescriptions and Medication
Random Drug Tests
Reporting Harassment/Violence Policy
Digital Millennium Copyright Act

Section 4: Workplace Commitment: 7
Sexual Violence Statement
Title IX Statement
Workplace Safety/ Security
Theft+Reporting Theft
Policy on Discrimination and Harassment
Policy on Sexual Harassment
Investigation and Confidentiality

	Where to Get Advice and Help	
Section 5: Benefits	8
	Eligibility	
	Health, Dental, and Vision Benefits	
	Employee of The Month	
	Leaves of Absence	
	Military/ Medical/Personal/ Reparation Leave	
	Eligibility for FMLA Leave	
	8: Violations	
	Confidential Counselors	
Section 6: Paid Time Away From Work	10
	Eligibility	
	Pureasol Scheduled Holidays	
	Personal Floating Holiday Time/ Vacation Time	
	Bereavement Absence/Jury Duty/ Military Reserve	
	Training/Document of Absence	
	Unscheduled Absences	
	Incidental Sick Time and Extended Sick Time	
	Vacation Forms	
	Workers' Compensation	
Section 7: Compensation:	11
	Salary Structure and Pay Grades	
	Performance Management	
Section 8: Work Hours and Payroll	12
	Required Staff Information	
	Varying Schedule	
	Lunch/Rest Periods	
	Pay Day/Direct Deposit	
	Workday/ Tardiness/ Absences	
	Exempt Pay Deductions	
Section 9: Work/Life & Family Resources	13
	Flexible Work Arrangements	
	Work Programs	
	Addiction Programs	
	Faculty and Staff Assistance Program (FSAP)	
	Discounts, Facilities, and Services	
Section 13: Work Evaluation Chart	14
Section 14: Index	15
Section 16: Works Cited	16
Section 15: Signature Form	17

Introduction

About This Handbook

This Handbook provides general descriptions of policies, programs, and benefits, as well as guidelines for job performance and job behavior relating to staff members who work at Pureasol.

Features

A Table of Contents, which can be used by said reader in order to access specific sections of the handbook, if needed. An Index provides an alphabetic listing of key terms. A Directory listing contact information for various uses is located at the end of the Employee Handbook. Other features located inside said handbook will be located in the later sections of the handbook

Disclaimer

In summarizing the terms and conditions of staff employment at Pureasol, this handbook does not provide a detailed description of all employment policies and practices; each department at Pureasol/unit may adopt additional policies particular to its functions. From time to time, policies and programs of the business; these changes will be summarized in periodic notices. To be sure you have current information, check for these notices posted online at HR handbook, confer with your supervisor, or contact the Office of Human Resources. This Handbook is not an employment contract or an assurance of continued employment. Accordingly, a staff member should check the most current information if there is any doubt about the application of a policy.



Employment

Joining Pureasol

The department of Human Resources and the supervisor are seeking to fill vacant positions and work together on recruiting, screening, and selecting candidates.

Positions are generally open for 5 business days. Offers for employment may be made after the allotted time period.

Eligibility/Requirements

Pureasol ensures that all employees, as well as other individuals paid through the company patrol system, are legally eligible to be employed in the US. Failure to meet eligibility requirements will make a candidate ineligible for hire.

Personnel Files and Access

The human resources department maintains a personnel file for all employees. The file includes the record of transactions relating to employment at Pureasol. The file is confidential, and is not provided to persons outside of Pureasol without consent of the employee, legal authorization, or subpoena/court order. Employees interested in reviewing their personnel file may submit an inquiry to the human resources department.

Background Checks

Pre-employment background checks are required for all finalists who are selected for employment. Conduction of said background checks will take place prior to the date of hire to ensure the protection of current employees, property, etc. Each new candidate will have needed to fulfill said requirements:

- Graduated High School and Received Diploma
- Previous Experience in Business
- Recommended by previous employer

New Employee Orientation

The staff onboarding process helps new staff members quickly learn how Pureasol works, how to succeed here, and how to take advantage of the many resources and benefits Pureasol offers to enrich their quality of life. For more info, please visit <http://Pureasol.com/>

Transfer/Promotion

Pureasol values its staff and encourages them to continue to develop and consider other company job opportunities as part of their personal and professional growth.

Employee Qualifications And Diversity/Equal Opportunity

Each new candidate will have needed to fulfill said requirements:

- Graduated High School and Received Diploma
- Previous Experience in Business
- Recommended by previous employer

All people who apply for a career will have equal opportunities to join our workforce and further work their way up the ranks of the company. We provide a safe and non-discriminatory work environment for everyone no matter what the situation.

Internship

The FLSA requires employers to pay employees for all work that is being performed. The pay requirement does not apply to interns if:

- The training, even though it includes actual operations of the facilities of the employer is similar to training that would be given in a vocational school or academic credit is being given for the training.
- The training is for the benefit of the individual.
- The individual does not displace regular employees, but works under close supervision.
- The employer does not derive immediate advantages from the activities of the individual.
- The individual is not necessarily entitled to a job at the end of the training period.
- If the employer does not want to pay, we can let it slide.

Reinstatement/Rehire

Employees who leave Pureasol employment in good standing and who return to any regular position within six months will be reinstated without loss of prior service or benefits status. Paid time benefits are not accrued during the absence and the number of days absent is not included in the calculation of Pureasol service.

Pureasol considers reemployment of former employees who have been gone more than six months when the prior employment record and the current qualifications warrant consideration.

A rehired employee is considered a new employee with no prior Pureasol service for the

purpose of accruing paid time away from work, service recognition, and qualifying for health care plans and other benefits. Additionally, a new waiting period for benefits eligibility may be required and the rehired employee is subject to probationary period requirements.

Performance Reviews/Staff Recognitions/Professional Development

Performance reviews or evaluations for regular employees are conducted annually, although they may be conducted more frequently. Individuals with supervisory responsibilities are expected to facilitate the creation of performance objectives and monitor performance and behavior of employees. Employees are expected to understand the expectations of their position, assist in the creation of performance objectives, and monitor progress toward their objectives throughout the year.

Learning and Organization Development:

- Collaborates with staff and faculty who want to develop their talent and advance their workplace outcomes, processes, and engagement
- Helps Employees of Pureasol leverage strengths, acquire knowledge, build skills, change attitudes, and implement solutions in key workplace performance areas.
- Offers a variety of engaging workplace learning and performance improvement

methods including consulting, coaching, workshops, retreats, and online tools.

At Pureasol, we offer a variety of employee recognition, such as;

- Raises for hard-workers
- Employee of the month
- For all employees and end of the year banquet

Resignation/ Voluntary and Involuntary Termination of Employment

Resignation/Voluntary Termination of An Employee:

All employees are to give a two and a half weeks of working notice when resigning from their position of work in the company. Written

resignation forms are to be given to their supervisor.

Staff members may not use vacation, personal floating holidays, or any other type of paid absences to extend their termination date.

Post Resignation/Termination Procedures

Benefits (G.A.S.I.N.S.K.I.)-

When a staff member's Pureasol benefit coverage has been terminated, the staff member will be entitled to continue certain benefits under the Generalized Applied Staff Integrated National Service Key Initiative or G.A.S.I.N.S.K.I.

Requirements In The Workplace

Drug-Free Workplace

At Pureasol, we encourage a drug free working environment. The unlawful possession, use, sale and manufacturing of any drug (Legal and Illegal) is prohibited on Pureasol.

If you or a fellow staff member witnesses these illegal activities on Pureasol company grounds, report to your supervisor, the Office of Human Resources and Pureasol Security. Violation of this policy can and will result in corrective actions.

Reporting Broken Property

Any and all damages inflicted upon Pureasol property must be reported as soon as possible. The party responsible for said damages will be asked to compensate for the damaged property.

Favoritism

Favoritism- Not tolerated in any way in our company. We provide a safe and equal opportunity environment for everyone who chooses to work here at Pureasol and we will continue it throughout the entire company lifetime.

Security and Confidential Information

Information contained at Pureasol such as Staff member files and records, whether hard copy or digital, is to be used for its intended uses only.

Inappropriate staff member access to, use of, or disclosure of such information is subject to corrective action, up to and including termination of employment.

Solicitation/Equipment and Facilities

Solicitation- Pureasol premises or resources are to never be used for the solicitation of business other than official Pureasol business. Solicitation is prohibited during working time of the staff member or the working time of the staff member being solicited

Equipment and Facilities- Pureasol equipment and facilities provided for use by staff such as

lockers, offices, etc. are Pureasol property and are only accessible by Pureasol Personnel.

Reporting Harassment/ Violence Policy

Any and all harassment/Violence must be reported to Human Resources. An immediate investigation will take place.

Digital Millennium Copyright Act

All company products are protected under copyright law. Any items that are extremely similar to our product will be taken to court. If you or another individual spots another product with similar attributes, contact Human Resources with a detailed analysis of the product.

Drug Tests:

Drug Tests will be given in random intervals during the entire work year. Tests will be announced a day before they are given.

Prescriptions/ Medication

All employees that require prescription medication are asked to inform their employer that they take medication. Off the shelf medication is asked to be taken before coming to the workplace or taken during breaks.

Drug Tests:

California state law regulates workplace drug testing for private sector employers. California case law and the California Constitution's Privacy Protections also impact workplace drug testing. Employers are generally allowed to drug test applicants on a pre-employment basis, provided that pre-employment drug tests are implemented and conducted in a fair and consistent manner to all applicants who are applying for a position within a specific job.

Ethics and Compliance/Conflict of Interest/Violence

Pureasol is committed to providing an ethical and compliant work environment that encourages staff for an efficient company. Pureasol's Standards for business

Conduct provides the framework and guidelines for acceptable standards of behavior.

Pureasol has a fundamental obligation to act in the best interest of the company as a whole. The company does not and will not allow outside activities or financial interests to interfere with that obligation.

As part of this responsibility, staff members are expected to apply their time and effort appropriately and use Pureasol resources toward Pureasol ends. If a staff member's actions provide inappropriate personal advantage, or are detrimental to the Pureasol's mission, they present a conflict of interest that must be avoided or managed appropriately. If this occurs, all employees included in said conflicts will be put to death without trial. Physical violence and Weapons of any kind, including any toy or facsimile of a weapon, are not prohibited on work property except authorized security officers.

Pornography-

Use of Pureasol's electronic resources by faculty, staff, student employees, contractors, temporary personnel, vendors and visitors to intentionally display, hold, send, view, print, distribute, or otherwise communicate content which Pureasol may deem indecent or obscene is prohibited by Pureasol policy absent a legitimate academic, research or medical purpose.

Dress Code/Personal Appearance/Personal Electronics

All Pureasol Employees are expected to wear white collar attire whilst working for the company. Only on special occasions are staff allowed to wear other clothing such as Holidays.

Staff members are allowed to use personal electronics during work breaks, lunch and before/after work. If it is needed to be used during working hours, it must be either for emergencies and work-related purposes.

Inappropriate use of electronics or Internet will result in revoking of privileges for an extended amount of time. Pureasol reserves the right to confiscate electronics from Staff if in violation of Pureasol Policy.

Meeting Standards

All Directors of their Departments are expected to attend mandatory meetings unless told otherwise. Meetings within Departments are to be scheduled with Human Resources.

Use of Computers and Networks

Pureasol's policy on computer and network work use is to be used only for supporting Work-Related activities. Violation of policies for use of computers and networks is subject to corrective action, up to and including termination of employment.

Emails

All employees of Pureasol have access to their department email and any communication for emails to one employee within the company can be done with personal emails.

Code of Conduct

As all employees of the Pureasol community, staff, faculty and other individuals are expected to interact with each other in a respectable and considerable fashion.

When a member's conduct varies from these expectations, it is thereby the responsibility of the manager, director, department chair, or Chairman who supervises the individual engaging in the inappropriate conduct to address it as soon as possible.

Staff members may not use vacation or personal floating holidays on their last workday, unless they are planning to retire from Pureasol.

Involuntary Termination of An Employee: Immediate Discharge:

Some violations of policy and rules may be serious enough to be subject to immediate discharge. These include, but are not limited to:

- Criminal Conviction
- Failure to meet employment eligibility requirements
- Falsification of staff records, time reports, reasons for absence, or other Pureasol records
- Flagrant Insubordination
- Fraud

- Gross dereliction of duty
- Multiple Tardies/Absences
- Physical Violence/Threats
- Research Misconduct
- Serious violations of Pureasol policy or state/federal law
- Theft
- Stupidity (No room for it)
- Unauthorized use of information systems or data
- Unprofessional Conduct

Workplace Commitment

Sexual Violence Statement

Sexual violence is a prohibited form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or when a person is unable of giving consent due to use of drugs or alcohol or to an intellectual or other disability. Some examples of sexual violence may include rape, sexual assault, sexual battery, sexual coercion, dating violence, and domestic violence.

Title IX Statement

It is policy of Pureasol to comply with title ix of the education amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the company's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. The title IX coordinator and deputy coordinator have been designated to oversee Pureasol's compliance with title IX and to respond to reports of violations.

Workplace Safety/Security

A safe workplace is very important to Pureasol, although to have a functioning safe environment we need our employees to establish good safety habits.

Theft + Reporting Theft

Any theft of Pureasol property will be met with immediate termination of their position within the company. All employees are asked to inform their employer of any theft they are aware of, anonymity is given to those who make reports.

Policy on Discrimination and Harassment

Pureasol is intent on creating and sustaining a productive, collaborative and safe work environment. If a staff member has knowledge of an action taken by a fellow staff member that conflicts with or is in violation of policies, he or she must act on that knowledge and contact Human Resources at PureasolHR@gmail.com.

Pureasol does not discriminate or allow discrimination by any member of the work

force on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information or any other classification protected by law in matters of admission, employment, housing or services or in the programs or activities it operates.

California State Law Concerning Sexual Harassment:

On the state level, California has adopted the fair employment and housing act (commonly called "FEHA") which expressly prohibits sexual harassment. For the most part FEHA provides greater protection for employees.

Policy on Sexual Harassment

It is the policy of Pureasol that no employee of the Company- Directors, CEO, COO, Contractors, or third parties- may sexually harass any other employee. Sexual harassment of any is an unwelcome conduct of a sexual nature where sexual favors are used or threatened to be used as a basis for employment decisions; where the conduct creates a hostile, intimidating, or offensive academic or working environment; where the conduct has the effect of unreasonably interfering with an individual's work performance; or where other verbal, nonverbal, or physical conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an educational program or activity. Sexual Harassment is a type of conduct prohibited under the Pureasol policy on sexual misconduct.

Benefits

Eligibility

In general, Pureasol employees must be scheduled to work at least 5 hours per week to be considered benefits eligible. Benefits eligibility is determined by the following criteria:

- The employee must be employed by Pureasol.
- The employee must be compensated from Pureasol's payroll system.
- The employee must hold a positions with a total full-time equivalent equal to or greater than 50%

An employee's salary must be sufficient to cover benefit plan deductions. Benefit deductions from an employee's paycheck will pay for that month of coverage. Employees and their eligible dependents may be covered by Pureasol's benefit plan.

Employee of the Month

At Pureasol, we offer the employee of the month extra benefits for their efforts. All employees vote, through an online document, for who they believe deserves employee of the month.

Leaves of Absence

Pureasol offers a variety of leaves of absence for eligible employees. Each leave of absence varies in its provisions with respect to availability, duration, holding the position, benefits available, and contributions for those benefits, as well as documentation and approvals.

Military/ Medical/Personal/ Reparation Leave

Military Leave and its components are provided for by these Acts:

- Family and Medical Leave Act (FMLA)- for Active Duty Leave
- National Defense Authorization Act (NDAA), and
- The Uniformed Services Employment and Reemployment Rights Act (USERRA)

An Active Duty Leave, under FMLA, is granted by the leave administrator when service members of the Armed Forces' Reserve components, National Guard, retired service members, or Reservists are on active duty or called to active duty in support of a contingency operation.

Eligibility for FMLA Leave

FMLA Leave is available to staff members who have worked at least 1,250 hours during the past continuous 12 months of service

California State Law on Leaves of

Absences: An employer who provides sick leave for employees must permit an employee to use accrues sick leave to attend to a child, parent of spouse who is ill.

Violations

Violation of Pureasol Company Policies will result in immediate action. According to the situation at hand will determine the resulting consequence.

Confidential Counselors

If you wish to speak with someone who is legally privileged to keep communications confidential, you may contact a confidential counselor. Seeking advice from a confidential counselor does not constitute reporting an incident.

Paid-time away from work

Eligibility

Eligibility for paid time away from work is determined by the following criteria:

- The staff member must be employed by Pureasol in a regular-benefits eligible position
- The Head of Human Resources requires a small loan of a Million dollars

Paid status means being at work or on:

- Personal Floating Holiday
- Approved, Paid Extended/Incidental Sick Time
- Jury Duty
- Paid Bereavement Absence
- Paid Vacation

For absences in excess of seven calendar days, Contact Human Resources at PureasolHR@gmail.com.

Unscheduled Absences

All employees are required to notify Human Resources before any absences, Any and all unscheduled absences will not be covered by Pureasol, and pay may be docked accordingly.

Pureasol Scheduled Holidays

Employees are paid for these holidays observed by the company:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas
- New Year's Eve

Personal Floating Holiday Time/Vacation Time

Personal floating holidays are available to employees for personal business, family sickness, and religious observance, and may also be used as an extension of bereavement absence or vacation time.

Pureasol annually provides up to 5 personal floating holidays as paid time away from work.

Personal floating holiday time must be scheduled in advance and in accordance with Department rules. Scheduling personal floating holidays on short notice for emergency purposes is at the discretion of the supervisor, who may request documentation of the reason for the emergency. The department may limit personal floating holidays according to said departments

Bereavement Absence/Jury Duty/ Military Reserve/Training/Document of Absence

The staff member's supervisor must be notified as soon as practical. If the staff member wishes to take additional time off, then paid vacation or personal floating holiday time may be used. As to jury duty, our company encourages participation in jury duty. Staff members are allowed to be absent with pay for jury duty but are expected to report for their regularly scheduled work on days when not required to perform jury duty. For training periods of two workweeks or less, active staff members of our company receive their regular work wages for this period, less the amount of gross pay from federal or state authorities. Our company may require documentation from a staff member for requests for absence prior to the absence, or upon the staff member's return to work.

Incidental Sick Time and Extended Sick Time (Medical Leave)

Pureasol Company provides paid time away from work as a form of income protection for a staff member who is unable to work because of illness or injury.

Vacation Forms

Vacation forms are to be filled out properly and turned in ahead of time so that the Director of HR can excuse the employee's absence. A Vacation has been shared on a Google Docs File that you can access using your company email.

Workers' Compensation

Staff members who sustain such an injury or illness must immediately report the incident to their supervisor who should then contact the Office of Risk Management.

Compensation

Salary Structures and Pay Grades

Salary structures are tools that help ensure employees are paid in a manner that is appropriate and competitive. This is accomplished by organizing jobs that are similar in level, scope, responsibility, and labor market into groupings known as pay grades. Pureasol has several salary structures and each job is assigned to one based on the type of work performed.

Pay grades represent various levels of work in Pureasol, that is, employee level, management level, or executive level. Positions that have lower levels of responsibility are placed at lower pay grades. As positions change in complexity, scope, responsibility, breadth, and depth, pay grades generally increase as well.

Each pay grade has an associated pay range that represents the minimum and maximum wage rates/ salaries for a job. Determining the specific point in the pay range at which an employee is to be paid is dependent on several factors, including but not limited to the value of the job in the labor market, and the knowledge, skills, and abilities of the employee. Pay rates should fall within the established pay ranges; at no time should an employee's pay rate be less than the minimum of the range.

Performance Management

Pureasol has an established annual process of assessing performance and granting pay adjustment based on achievement of goals, demonstration of Pureasol behaviors, and overall job performance. Employees may be eligible for pay adjustments based on several factors, including but not limited to: the date of hire, job performance, labor marketing conditions, current position in the Pay Range, and budget considerations.



Work Hours and Payroll

Required Staff Information

Staff is required to give their home addresses and telephone numbers in their Job application and are also required to list at least one office phone number, home phone number and/or a cell phone number. These phone numbers will be used for any emergency disaster notifications at Pureasol.

Staff Members are also required to include an emergency contact, who can be contacted in case of emergency. A Change of name, marital status or tax withholding should be reported to Payroll.

Name Changes must be accompanied by a copy of the Social Security Card bearing the new name to be used in the payroll system

Workday/Tardiness/ Absences

The most common Pureasol office hours are 9 a.m. to 5:00 p.m., Monday through Friday. However, each department/unit determines the hours of work for its staff members as necessary to staff its operations. Staff members are expected to be at their place of work, prepared to work, during the entirety of work hours established by their supervisors. If a staff knows he or she is going to be late they are to notify their supervisors according to department. Unexcused absences will not be tolerated, must inform your supervisor if there will be an absence ahead of time.

Varying Schedule

Works schedules for non-exempt staff members are to be determined by the supervisor and can be any combination of days and hours totaling no less than 100 hours in a workweek. The hours scheduled for work must not exceed those hours budgeted for the position.

Lunch/Rest Periods

Each staff member is entitled to a 3 minute lunch break. Exceeding the allotted time will result in death.

Pay Day/Direct Deposit

Non-exempt employees are paid every two weeks on the Friday following the end of each two-week pay period. Exempt employees are paid monthly, on the last working day of each month. Direct deposit is the standard method of paying employees through Pureasol's payroll system. Employees who elect direct deposit will have their pay deposited into their

bank account on, even if an employee is absent from work.

Exempt Pay Deductions

Staff members in positions classified as "exempt" in accordance with the Fair Labor Standards Act receive a monthly salary that does not vary based on the amount or quality of work performed and does not vary between pay periods.

However, the FLSA identifies several situations where it is appropriate to deduct from an exempt employee's pay; these situations are:

- Absences for one or more full days for personal reasons, other than sickness or disability
- Absences for one or more full days due to sickness or disability if deductions are made under a bona fide plan, policy, or practice of providing wage replacement benefits for these types of absences
- Unpaid disciplinary leaves or suspensions of one or more full days imposed in good faith for violations of serious workplace conduct rules
- Full or partial day absences for a family and medical leave qualifying absence
- Partial week worked during the first or last week of the employee's employment
- Penalties imposed in good faith for violating safety rules of "Major significance."

If you believe that an error in your pay has been made through a deduction based on a situation that is not included in this list, you must notify your supervisor or the human resources department immediately. The appropriate employee in Human Resources will investigate all claims regarding possible improper deductions. There will be a Corrective Action Process that will be taken as soon as possible to resolve any identified improper deductions, including reimbursement of the improper deduction.

Work/Life & Family Resources

Flexible Work Arrangements

Our company Pureasol recognizes that employees may face competing demands from their work and personal lives and supports alternative work arrangements where possible. Flexible work arrangements are a key component of work/life effectiveness and source of many added benefits, such as improved productivity, enhanced staff engagement, and opportunities for cross training.

Work Programs

Pureasol recognizes that staff members may face competing demands from their work and personal lives and supports alternative work arrangements where possible. Flexible work arrangements are a key component of work and life effectiveness and a source of many added benefits.

Faculty and Staff Assistance Program (FSAP)

The Faculty and Staff Assistance Program is a voluntary program offered by Pureasol to provide faculty, staff, and their household members with no-cost, confidential professional support to help them work through personal challenges that interfere with work and life balance continuation.

Addiction Programs For individuals who are undergoing addiction problems here at Pureasol, you can either call any of the numbers below or we can provide an Addiction Counselor for you.

SAMHSA's National Helpline- 1-(800)-662-4357
24 Hour Addiction Hotline- 1-(888)-465-4344
For Counseling, Contact Human Resources at PureasolHR@gmail.com

Programs/ Harassment Programs

In Pureasol we provide employee harassment training programs to teach them how to deal with harassment and stop it should it happen to them or should they witness it. We also provide Addiction programs with confidentiality for those who require it.

Discounts, Facilities, and Services

Employees who work many hours per week are eligible to purchase to purchase a gym membership at a reduced rate.



Work Evaluation Chart

	0 No Progress	1 Introductory	2 Progressing	3 Practiced	4 Proficient	5 Exemplary
PS304-1.1 Behavior/Attitude	<i>Employee maintains an inappropriate attitude in the work environment</i>	<i>Employees uses a weak set of behavior</i>	<i>Employee has an appropriate behavior, but lacks a well-put attitude</i>	Improvement on attitude, but is still lacking	Improved attitude and behavior, but is not the best it could be	Employee has an excellent work attitude and behavior
PS304-1.2 Time Management	<i>Employee is unable to work in a timely fashion on their own</i>	<i>Employee can work manage work time, but is very inefficient and unsuccessful</i>	<i>Employee manages time well to complete work efficiently, but is incorrect.</i>	<i>Employee can do work on time, but still struggles.</i>	<i>Employee can manage time to do work to its fullest, but not spaced well</i>	<i>Employee can manage work efficiently and in a timely manner</i>
PS304-1.3 Quality Of Work	<i>Work quality is lacking for making progress in our company</i>	<i>Employee work quality is improving, but is still unsuccessful</i>	<i>Work quality is improving, but is still weak</i>	<i>Quality of work is improving and decent, but there is room for improvement</i>	<i>Employee work quality very great and has improved, but could be better</i>	<i>Quality of work is the best it could possibly be for improving our company as a whole</i>
PS304-1.4 Communication	<i>Lacks leadership and social skills whilst working</i>	<i>Can maintain basic communication , but is still lacking in other areas</i>	<i>Improved social skills, but lacks a leadership role</i>	<i>Can maintain social interaction and basic leadership skills</i>	<i>Improved social skills and leadership skills, but there is room for improvement</i>	<i>Able to use social skills and leadership skills and in an efficient and appropriate manner</i>
PS304-1.5 Attendance	<i>Rarely shows up for work/ on time</i>	<i>Makes little effort for showing up on time and/or in general</i>	<i>Does not report on time to work periodically</i>	<i>Reports to work on time, but is frequently absent</i>	<i>Reports to work on time, but is absent multiple</i>	<i>Reports to work on time and does not exceed allotted vacation time</i>

Index

A	
Absences	3
Active Duty Leave	8
B	
Background Check	2
Benefits	1,2,8,10,12,13
Bereavement Absence	10
Conflict of Interest	4,5
Corrective Action Process	12
D	
Digital Millennium Copyright Act	4
Direct Deposit.....	12
Discharge, Immediate	5
Disclaimer.....	1
Discrimination and Harassment, Policy on	7
Dress Code	5
Drug-Free Workplace.....	4
E	
Employment, Involuntary Terminations of.....	3
Employment, Voluntary Termination of.....	3
Equipment and Facilities	4
Ethics.....	4
F	
Family and Medical Leave Act, FMLA	8
Flexible Work	13
G	
G.A.S.I.N.S.K.I.	3
H	
Harassment.....	4,7,13
Holidays, Pureasol Scheduled	10
Holidays, Personal Floating	10
J	
Jury Duty	9,10
L	
Leave, Active Duty	8
Leave, Medical	8,10,12
Leave, Military	8
Leaves of Absence.....	8
M	
Medical Leave	8,10,12
Military Leave	8

P	
Pay Day	10,12
Pay Grades	11
Personal Floating Holiday	3,5,10
Personnel File	2
Personnel File, Access to.....	2
Pornography.....	5
Probationary Period	3
Promotion	2
R	
Rehire.....	2,3
Reinstatement	2
Required Staff Information	12
Resignation	3
Rest Periods	12
S	
Schedule, Varying	12
Sexual Harassment.....	7
Sexual Harassment, Policy on	7
Sick Time, Extended	10
Sick Time, Incidental	10
Solicitation	4
Staff Recognition	3
T	
Tardiness.....	12
Termination of Employment	3,4,5
Termination of Employment, Involuntary	3,4,5
Termination of Employment, Voluntary.....	3,4,5
Threats	6
Title IX	7
Transfer	2
V	
Vacation	3,5,10,14
Violation.....	4,5,6,7,9,10
Violence.....	4,5,6,7
Violence, Reporting.....	5
W	
Weapons	5
Workday	5,12

Works Cited

Personal Leave Of Absence. N.p., n.d. Web. 10 Nov. 2016.

<https://www.dir.ca.gov/dlse/PersonalLeaveOfAbsence.pdf>

"Sexual Harassment Law in California." N.p., n.d. Web. 10 Nov. 2016. [http://www.employees-](http://www.employees-lawyer.com/sexual-harassment-law-california/)

[lawyer.com/sexual-harassment-law-california/](http://www.employees-lawyer.com/sexual-harassment-law-california/)

"California Laws on Drug Testing | Nolo.com." *Nolo.com*. N.p., n.d. Web. 10 Nov. 2016.

<http://www.nolo.com/legal-encyclopedia/california-laws-drug-testing.html>

All images used in the Pureasol Handbook have been taken from Google Images and are subject to the Fair Use Clause.

Signature Form for Acknowledgement of Receiving Handbook

8281 Walker St • La Palma, CA 90623 • P: 714-522-4101 F: 714-995-1833 • E: Pureasolhr@gmail.com

By signing this signature form acknowledge that you've read the Pureasol handbook and accept the terms and conditions.

(WORK, PUBLIC SERVICE OR HEALTH AWARENESS PURPOSES)



NAME OF EMPLOYEE (PLEASE TYPE OR PRINT LEGIBLY)

NAME OF DIRECTOR (PLEASE TYPE OR PRINT LEGIBLY)

SIGNATURE OF DIRECTOR

SIGNATURE OF EMPLOYEE

TELEPHONE OF EMPLOYEE

DATE