



De Zavala-Shavano Veterinary Clinic

Policies and Procedures Handbook

(Employee Handbook)

Contents

- A. Introduction
 - 1. Organization Description
 - 2. Introductory Statement
 - 3. Management Philosophy

- B. Employment
 - 1. Equal Employment Opportunity (EEO)
 - 2. Hiring of Relatives
 - 3. Intra-Office Dating
 - 4. Immigration Law Compliance
 - 5. Conflicts of Interest
 - 6. Outside Employment
 - 7. Nondisclosure

- C. Employment Status and Records
 - 1. Employment Classification
 - 2. Employment Applications
 - 3. Introductory Period
 - 4. Performance Evaluation
 - 5. Personnel Data Changes
 - 6. Employment Termination
 - 7. Employment Reference Checks
 - 8. Access to Personnel Files

- D. Employee Benefit Programs

- E. Timekeeping/Payroll
 - 1. Job Classification
 - 2. Timekeeping
 - 3. Piece-Work
 - 4. Paydays
 - 5. Administrative Pay Corrections
 - 6. Pay Deductions and Setoffs

- F. Work Conditions and Hours
 - 1. Safety
 - 2. Smoking
 - 3. Use of Equipment
 - 4. Visitors in the Clinic

5. The “Technology Policies”
6. Confidentiality
7. Work Schedules
8. Rest and Meal Periods
9. Overtime

G. Leaves of Absence

1. Jury Duty/Witness in Court Case Leave
2. Bereavement Leave
3. Military Leave
4. Pregnancy-Related Absences

H. Employee Conduct and Disciplinary Action

1. Employee Conduct and Work Rules
2. Drug and Alcohol Use
3. Workplace Violence/Weapons Policies
4. Anti-Discrimination and Anti-Harassment Policy
5. Attendance and Punctuality
6. Personal Appearance
7. Return of Property
8. Resignation
9. Workplace Searches
10. Progressive Discipline
11. Problem Resolution

Appendix 1: Handling Conflicts with Clients and Others

Appendix 2: Inclement Weather Policy