**Oscar’s Pet Resort**

**Handbook Updates**

The Oscar’s Pet Resort Employee Handbook received overall edits and updates as of 12/9/2024. Some changes of note have been listed below. Please take the time to read and review the entire document before signing the acknowledgement statement.

* Added:
  + Revisions to Handbook (Section 1: Handbook Introduction)
  + Employment Authorization Verification (Section 3: Hiring)
  + Disability Accommodation (Section 3: Hiring)
  + Religious Accommodation (Section 3: Hiring)
  + Accommodations for Pregnancy, Childbirth, and Related Medical Conditions (Section 3: Hiring)
  + Accommodations for Nursing Mothers (Section 6: Hours)
  + Standards of Conduct: consolidated separate policies on violations of conduct into one all-encompassing policy (Section 12: Workplace Behavior)
  + Nonsolicitation/Nondistribution (Section 9: Use of Company Property)
  + Crime Victim & Witness Leave (Section 10: Leave and Time Off)
* Updated:
  + Section 2:
    - Employment At Will
  + Section 3:
    - EEO Policy (consolidated and moved)
    - Anti-harassment policy
  + Section 4:
    - Continuing Education
  + Section 5: Employee Classifications
  + Section 6:
    - Clocking In
    - Attendance & Call-Off
    - Overtime
    - Added lines in the Meal & Rest Period and Overtime policies to accommodate potential employees under the age of 18
  + Section 7:
    - Mileage Reimbursement
    - Removed the child support reporting statement
  + Section 8:
    - Oscar’s Pet Resort Perks (consolidated & reformatted)
    - Workers’ Compensation
  + Section 9:
    - Off-duty Use of Company Property
  + Section 10:
    - PTO
    - Leave of Absence
    - HomeBase was added to relevant policies
  + Section 11:
    - Discipline
  + Section 12:
    - Mobile Device Policy
  + Section 13:
    - Updated the Video Surveillance Policy to incorporate standard language and practice
  + Section 14:
    - Workplace Privacy and Right to Inspect
  + Section 15:
    - Use of Company Technology
    - Removed guidelines for writing emails
  + Section 16:
    - Access to Personnel and Medical Record Files (consolidated into one policy)
  + Section 17:
    - Drug Testing