**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