

## Document History

Date	Description
1/1/06	New handbook
7/31/10	Updated the <i>Family and Medical Leave Act policy</i> ; added Family and Medical Leave Act poster to the handbook.
4/10/12	The <i>Drug-Free Workplace policy</i> has been updated. Read carefully.
12/15/14	All of the policies in the handbook have been reviewed and edited for clarity. Read all policies carefully.
	The policies in the handbook have been rearranged.
	The following changes have been made to all policies in the handbook: <ul data-bbox="375 638 1377 779" style="list-style-type: none"><li>• All instances of <i>he</i> or <i>she</i> have been replaced with <i>the employee</i>.</li><li>• All instances of <i>termination</i> have been replaced with <i>separation of employment</i>.</li><li>• The US and California versions of all policies have been combined. Where differences exist, they are noted within the policy.</li></ul>
	A glossary and an index have been added to the handbook.
	The <i>Motor Vehicle policy</i> has been added to the handbook.
	The following policies have been removed from the handbook: <ul data-bbox="375 892 735 999" style="list-style-type: none"><li>• Unemployment Insurance</li><li>• Garnishment</li><li>• Workers' Compensation</li></ul>
	The <i>Internal Job Posting policy</i> and <i>Internal Transfer policy</i> have been merged.