

**His Majesty's Royal Space Navy**

# SERVICE HANDBOOK

Effective Date August 13<sup>th</sup>, 3948

# **EMPLOYEE HANDBOOK**

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# Welcome to His Majesty's Royal Space Navy!

## Introduction

This handbook contains policies, procedures and other items related to the daily completion of your duties as an officer of His Majesty's Royal Space Navy. (hereinafter "the Royal Space Navy," "the Space Navy," or just "the Navy.") Its primary purpose is to insure understanding, eliminate the need for personal decisions on matters of Royal policy, and help promote consistency throughout the Royal Space Navy. Each officer should be aware of the manual's contents and adhere to Space Navy policies and procedures. We encourage you to read this handbook thoroughly and refer to it in the event you have questions about your employment.

This Service Handbook is not all inclusive, and does not address in detail the Navy's insurance or other benefit plans. Any questions regarding these policies or any benefits offered by the Navy should be directed to the Executive Director. Questions or concerns regarding the Navy's insurance and other company benefits will be determined by reference to the actual benefit plan documents and policies rather than any summaries contained in this Service Handbook.

The Royal Space Navy reserves the right to make any changes or to discontinue any policy at its sole discretion, without advance notice. The Royal Space Navy will not in any case modify its policy of service-at-commitment. The policies, procedures and benefits summarized in this handbook are not a contract, express or implied, between the Royal Space Navy and its officers. The Navy will attempt to notify you of any such changes as soon as is reasonably possible, and updates to this service handbook summarizing such changes may be distributed to you. You, the officer, are to insert any such updates into your handbook, keeping it current at all times.

If you have any questions about this handbook, please ask the Executive Director. We are sincerely interested in helping you succeed as a team member.

## **Mission Statement**

To destroy, in their entirety, any and all enemies of His Majesty Smurg IV, the Decisive.

## **Career Opportunities**

It is our desire to see each and every officer of the Royal Space Navy to achieve their highest potential. We will do our best to provide the opportunity and offer training, education and guidance whenever possible. See your immediate supervisor if you have questions.

## **Open Door Policy**

While it is our objective to provide a work environment free from elements that would deter officers from performing their best work, all concerns must be expressed through our open door policy. Management maintains this open door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input. The interaction will be recorded.

## **Disclaimer**

This service handbook is intended only to outline the employment policies, procedures and benefits of the Royal Space Navy. This manual is not intended to be all-inclusive and should not be considered to be a contract. The Navy reserves the right to change policies, procedures, benefits or this manual at any time without notice. It is the responsibility of the officers to stay abreast of policy. The Navy will make every effort to notify officers of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

# **Service**

## **Standard Opportunity Service**

Officers are given the opportunity to serve His Majesty based upon the requirements and the qualifications of each individual candidate.

We will not tolerate nor condone discrimination due to age, race, color, religion, sex, species, or galactic origin. We will comply with the spirit and letter of all local, provincial and royal laws pertaining to compulsory military service. Furthermore, we will not discriminate due to age, race, color, religion, sex, national origin or disability when making decisions regarding the termination of officers.

Any questions or concerns regarding any aspect of this policy should be directed to the Executive Director.

## **Eligibility for Service / Officer Documentation**

The Royal Space Navy requires officers to submit a Form 15-B4. All new officers must complete Section 15 of a Form 15-B4 no later than close of business on his/her first day of service. The officer's signature holds him/her responsible for the accuracy of the information provided.

The Navy reserves the right to revise this policy without notice to comply with provincial law and royal decree.

### **Promotions and Transfers**

It is the policy of the Royal Space Navy to promote from within, when circumstances permit. Promotions depend on a variety of factors, including, among others, your qualifications and length of service. Among the qualifications taken into consideration are education, experience, performance record, ability, character, skill, attendance, loyalty, and attitude.

You may become eligible for promotion in an area or department other than the one to which you are currently assigned. If you are interested in such a promotion, you should mention your interest to your superior or the Executive Director. He or she may then discuss with you ways in which you can prepare yourself for promotion and keep current on openings as they occur.

### **Performance & Evaluation Reviews**

Annual performance and evaluation reviews will outline the competencies you need to perform your job functions successfully. Your contributions to your department and the Royal Space Navy at large are also reviewed and documented. Your superior will discuss job requirements for your duties and identify your specific skills. Together you will establish plans for your growth and development. All performance reviews will become a permanent part of your personnel file.

### **Familial Employment**

The Royal Space Navy does allow family members and relatives of officers to be considered for service, provided they are qualified for the position and no other conflict of interest exist. Family members and relatives may not serve in the same local chain of command. These decisions will be the exclusive responsibility of the Executive Director.

### **Security Practices**

The Royal Decree against Espionage and Traitors (RDET) includes components to ensure that secure Royal information is protected. It is designed to ensure that protected Royal information is protected during its collection, use, disclosure and destruction of records at Royal Space Navy. Breach of this policy should be reported to the Executive Director and may lead to immediate arrest and termination.

### **Moving Expense for Relocation**

The Royal Space Navy does not pay relocation expenses for new officers offered positions requiring relocation. New officers may use existing military transport dependent on availability and Navy needs. Unavailability of military transport does not excuse new officers the requirement to arrive at their new duty stations at the required time and date.

### **Part-Time Service**

The Royal Space Navy does not offer part-time officer positions. Officers who work less than thirty (30) hours per week will be considered derelict of duty. Direct all questions regarding this to the Executive Director.

### **Service of Minors**

The Royal Space Navy does not allow the service of minors.

### **Minimum Wage**

The Royal Space Navy adheres strictly to minimum wage standards as outlined by His Majesty's Royal Government.

## **Criminal Convictions**

Criminal convictions are taken seriously in the Royal Space Navy. We reserve the right to imprison or terminate any officer that has been convicted of a criminal offense.

Furthermore, conviction of a crime may result in an automatic termination. While the Royal Space Navy will make every effort to evaluate the nature and circumstances of the conviction, termination of the officer's service and life may be necessary under conditions of war and cannot be appealed. With the safety and well being of colleagues at stake, convicted officers may be subject to appropriate disciplinary action, up to and including termination.

## **Duty Postings**

The Royal Navy does not post available positions for consideration of current employees. Available positions are offered to the correct officers. Speak to your superior if you have any questions about available positions.

## **Seniority**

The Royal Space Navy considers length of loyal service when making decisions for advancement, duty stations, rotations, and offensive assignments.

## **Credit Union**

The Royal Space Navy is not affiliated with a credit union. The existing credit union of the same name is a separate organization and maintains its own policies. Do not approach your Superiors with questions regarding the Royal Space Navy Credit Union.

## **Supervision**

Your superiors have the responsibility to see that your department runs smoothly. Since you play an important part in this responsibility, your superiors have a real interest in your welfare, your progress and your future. He or she will rely on you to be accurate, dependable and cooperative. Please do not hesitate to approach your superiors with any questions, comments or suggestions you have. (Disloyalty or treason will not be tolerated.)

## **Personnel File**

The Royal Space Navy maintains a confidential personnel file for each officer and enlisted. Files are controlled by the Finance Director. An officer must acquire permission to view his or her personnel file from the Executive Director. These files are the property of the Royal Space Navy; no documents may be altered or removed by the officer. Every reasonable effort is made to keep the information confidential; access is limited to those who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by royal decree.

[END of Draft. Sheryl: please get the remainder of the notes regarding the service manual from our last staff meeting to me asap. The Executive Director expects us to wrap this up by Monday.]