SSO – Employee Handbook Reference Tools

Updated 8/1/2024

Purpose

The Staff Handbook provides key information regarding SSO's policies and workplace standards. It is intended to be an internal reference tool for SSO staff and is presented for informational purposes only. The Handbook applies to all full, part-time, staff of SSO, including those working on temporary projects. The handbook does not apply to those employed by a third-party temporary staffing agency or independent contractors.

Scope

This handbook contains SSO's general statements on present policies, procedures, practices, and benefits that currently affect its staff. SSO reserves the right to make revisions, modifications, interpretations, or deletions at any time. While editions of the Staff Handbook are updated on occasion, and staff are notified of such, the current version of the Staff Handbook is always in force and supersedes all previous editions.

Handbook Location

The SSO Handbook is located in Dayforce. From the Dayforce landing page proceed to the **'Profile'** icon. In your profile you will see four tabs listed as Personal, Career, Forms & Settings. The SSO Handbook can be found in the **Forms** tab under **Helpful Documents**. It will be listed as **'01 – SSO Staff Handbook'**. This document is encouraged to be reviewed at any time and serves as a reference tool to all SSO Staff.

Dayforce > Profile > Forms > Helpful documents - 01 SSO Staff Handbook