

# **EMPLOYEE HANDBOOK**

## **POLICIES CHECKLIST**

- Welcome**
  - Company History**
  - Philosophy**
- Employment Relationship**
  - Equal Employment Opportunity
  - At-Will Employment
  - Orientation Period
  - Changes in Employment Status
  - Termination
  - Transfer/Promotion
  - Layoff and Recall
  - Exit interviews
- Employment Policies & Procedures**
  - Harassment Policy
  - Weapons Policy
  - Workplace Violence
  - Drug and Alcohol Policy
  - Conflict of Interest
  - Consensual Relationships
  - Employment of Relatives/Friends
  - No Competing/Soliciting
- Employee Relations/General Information**
  - Communication/Open Door Policy
  - HR Information
  - Problem Resolution Procedure/Arbitration
  - Suggest Ways to Improve
  - Personnel Records
  - Employee Property
  - Company Property
  - Bulletin Boards
  - Telephones/Computers

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- Standards of Conduct**
  - Confidentiality
  - Dress Policy
  - Personal Mail
  - Personal Telephone Calls
  - Internet/technology
  - E-mail
  - Quality and Customer Service
  - Smoking
  - Solicitation and Distribution
  - Teamwork
  - Cameras and Recording Devices
  - Use of Company Vehicles
  - Use of Company Property
  - Visitors
  - Attendance
  - Reporting Off Procedure
  - Prohibited Conduct/Code of Conduct
  - Job Performance/Evaluations
  - Moonlighting
  - Disciplinary Provisions
  
- Employee Safety and Health**
  - Safety Philosophy
  - Safety Rules
  - Security
  - Reporting Accidents/Safety Violations
  
- Wage and Salary**
  - Advancement Opportunities
  - Classification of Employees
    - Exempt
    - Non-Exempt
    - Part-time
    - Temporary
  - Compensation
  - Overtime
  - Time Reporting
  - Work Week
  - Working Hours
  - Salary Pay Policy
  - Business Expense Reimbursement

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- Employee Benefits and Services**
  - Health, Life and 401(K) Plans
  - Benefit Eligibility/Health, Dental
  - Direct Deposit
  - Disability Pay
  - Short Term Disability
  - Long Term Disability
  - Educational/Tuition Reimbursement
  - Employee Assistance Program
  - Profit Sharing Plan
  - Retirement Benefits
  - Paid Holidays
  - Paid Vacations
  - Leaves of Absence
    - Sick Days
    - Paid Time Off
    - Family/Medical Leave
    - Military
    - Personal
    - Jury Duty
    - Bereavement/Funeral Leave
- Acknowledgement of Receipt**

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