

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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