"SAMPLE" Table of Contents, HR Policy Manual and Employee Handbook

[Organization Name]

HR POLICY MANUAL and EMPLOYEE HANDBOOK

[date]

TABLE OF CONTENTS

WELCOME!

Page

ABOUT [ORGANIZATION NAME]

Our History Our Mission Statement Our Goals/Vision/Core Values Profitability

QUALITY AND SERVICE

Products/Services We Provide Our Customers/Clients Quality of Work Dedication to Our Customers/Clients Relations with Customers/Clients: Your Role Working Relationships with Co-Workers: Your Role

EMPLOYMENT AND ORIENTATION

Equal Employment Opportunity The Americans With Disabilities Act (ADA) **Recruitment Policy** Selection Policy Criminal Background Checks Credit Checks *[if conducted]* Offers of Employment **Employment of Relatives** Immigration Reform and Control Act of 1986 Orientation and Assimilation of New Employees **Employment Classifications/Categories** Personnel Records Notices and Posters Promotions/Transfers Reassignment Reduction in Force (RIF) or Layoffs Leaves of Absence Family and Medical Leave Act (FMLA) Leave *[if 50+ employees]* Non-FMLA Leave Leaving [Organization Name] and Exit Interviews Rehires Post-Employment Inquiries/References

COMPENSATION

Compensation/Pay Policy Shift Premium Pay (Non-Exempt Employees) (*if applicable*) Call-in Pay (Non-Exempt Employees) (*if applicable*) Show-Up Pay (Non-Exempt Employees) (*if applicable*) Bonuses Payroll Periods, Pay Days, and Paycheck Distribution Payroll Deductions/Withholdings Pay Corrections Direct Deposit (Automatic Bank Deposit) Pay Advances/Loans to Employees Garnishments Office Hours Work Schedules and Scheduling Emergency Closings Exempt or Non-Exempt Job Positions The Work Week Break (Rest) Periods (Non-Exempt Employees) Meal Periods (Non-Exempt Employees) Timekeeping Requirements (Non-Exempt Employees) Overtime (Non-Exempt Employees) Performance Reviews/Evaluations

EMPLOYEE BENEFITS

Group Medical Insurance Health Savings Account (HSA) *[if offered]* Continuation of Group Health Benefits (COBRA) *[if 20+ employees]* Health Insurance Portability and Accountability Act (HIPAA) *[if 20+ employees]* Group Dental Insurance Group Vision Insurance Group Life Insurance, including AD&D Group Insurance Enrollment and Payroll Deductions Short-Term Disability (STD) Insurance Long-Term Disability (LTD) Insurance Section 125 Plan 401(k) or 403(b) Savings Plan **Profit-Sharing Plan** Holidays and Holiday Pay Vacation Time Off and Vacation Pay Illness/Sick Time Off Personal Time Off (PTO) Jury Duty Called as a Witness Bereavement (Funeral) Leave Time Off To Vote Service/Longevity Awards/Recognition Membership in Professional Associations Expense Reimbursements, including Mileage Reimbursement Travel **Relocation/Moving Reimbursement** Education/Tuition Reimbursement

COMMUNICATION

Employee Newsletter Communication Meetings Suggestion Program Employee Opinion Surveys No Solicitation/No Distribution Rule Bulletin Boards Differences, Complaints and Problems Solving Employee Concerns and Our Open-Door Policy Prohibited Harassment, including Sexual Harassment Romantic or Sexual Relationships with Co-Workers

WHAT WE EXPECT OF YOU

Workplace Etiquette/Courtesies Changes of Personal Information or Changes in Status Accessibility by Phone Attendance/Punctuality Job Abandonment Smoking/No Smoking Housekeeping Personal Telephone Calls or Faxes Personal Mail Personal Property/Equipment/Tools Radios or IPOD's or MP3 Players In The Workplace Parking Use of [Organization Name] Equipment or Tools Appearance, Grooming, and Dress Personal Hygiene in the Workplace **Body Piercings** Tattoos (Body Art) Gifts to Employees by Suppliers/Vendors OR by Potential Suppliers/Vendors Gifts to Employees by Customers/Clients Conflict of Interest Freelancing Moonlighting/Outside Employment Public Statements Confidential Information Customer/Client Information Internal Communications [Organization Name] Files and Records Proprietary Work Products Gambling Drugs/Substances/Alcohol Disciplinary (Corrective) Action Standards of Conduct (Unacceptable Actions)

SAFETY

Safety Safety Standards First Aid or Emergency Treatment Worker's Compensation Emergency Procedures Life-Threatening Illness

SECURITY (RISK MANAGEMENT)

No Expectation of Privacy regarding Organization-Provided Vehicles, Desks, Lockers, and/or other Storage Devices Internal Investigations and/or Searches Workplace Monitoring Prohibition of Tape Recording of Conversations Entering and Leaving A Building/Facility Building Security Office/Office Door Security Keys Copyright Software Copyrighted Media Violence-Free Workplace Visitors Children In The Workplace Organization-Provided Vehicles (*if offered*) Use of Personal Vehicle on [Organization Name] Business Rules for Drivers

OTHER

Lunch Room/Kitchen Conference Rooms Organization-Sponsored Events

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RECEIPT OF HANDBOOK/MANUAL

ADDENDA

E-Mail Policy Computer Network and Internet Access Policy Software Policy and Procedures Telecommuting (*if Telecommuting is allowed*) General Safety Program Written Hazard Communication Program Summary (*if the organization is required to be in compliance with the federal Hazard Communication Standard*) Drugs/Substances/Alcohol Policy (*PROVIDED the organization develops a Written Drugs/Substances/Alcohol Policy, including written protocols*)