



Fundamental Writes

30-Policy Manual

Section	Topic
1	Welcome
2	Welcome
3	Purpose of the Employee Handbook
4	Equal Employment Opportunity
5	Harassment
5	Standards of Conduct
6	General
7	Attendance and Punctuality
8	Cash Compensation (Pay)
9	Confidentiality
10	Dress Code
11	Hours of Work
12	Orientation/Get Acquainted Period
13	Overtime
14	Pay Periods
15	Payroll Deductions
16	Payroll Advances
17	Salary Reviews
17	Time Keeping
18	Benefits
19	401(k)/Retirement Plan
20	Benefits Eligibility
21	Insurance
21	Worker's Compensation
22	Leave
23	Emergency Closing/Inclement Weather
24	Holidays
25	Sick Leave
25	Vacations
26	Discipline
27	Discipline
27	Progressive Discipline
28	Separation Policies
29	Employment References
29	Resignation
30	Termination