



# **Fundamental Writes**

## **80 Policy Employee Handbook**

### **Section Topic**

1	<b>Welcome</b>	Welcome to the Company / Purpose of the Employee Handbook
2		Definitions
3		Equal Employment Opportunity
4		Harassment
5		Personnel File / Personnel Records
6		Standards of Conduct
7	<b>General</b>	Attendance and Punctuality
8		Bonus / Awards
9		Breaks
10		Cash Compensation (Pay)
11		Competing Employment
12		Confidentiality
13		Conflicts of Interest
14		Dress Code
15		Drug and Alcohol
16		Electronic Mail
17		Employment of Relatives
18		Expense Reimbursement
19		Food and Beverages
20		Hiring Practices and Job Postings
21		Holidays
22		Hours of Work
23		Inventions and Creative Work
24		Job Sharing
25		Monitoring and Searches
26		Non-Solicitation
27		Office Security
28		Orientation / Get Acquainted Period
29		Overtime
30		Pay Periods
31		Payroll Deductions
32		Payroll Advances
33		Performance Evaluations
34		Personal Property
35		Personal Safety
36		Postage, Shipping, Copying, and Office Supplies
37		Safety

<b>Section</b>	<b>Topic</b>
38	Salary Reviews
39	Security
40	Smoking
41	Substance Abuse
42	Telecommuting
43	Time Keeping
44	Travel Policies – Air / Per Diem
45	Travel Policies – Car / Hotel
46	Use of Company Property (including Internet and e-mail)
47	Use of Company Vehicles
48	Violence and Weapons
49	Visitors
50	Voice Mail
51	<b>Benefits</b> 401(k) / Retirement Plan
52	Benefits Eligibility
53	COBRA
54	Employee Discounts
55	Insurance
56	Licensing and Professional Fees
57	Stock Options
58	Tuition Reimbursement
59	Worker's Compensation
60	<b>Leave</b> Adoption
61	Emergency Closing / Inclement Weather
62	Family and Medical Leave
63	Funerals
64	Holidays
65	Jury Duty
66	Military Duty
67	Maternity Leave
68	Personal Leave of Absence
69	Short-Term Disability
70	Sick Leave
71	Vacations
72	Voting
73	<b>Discipline</b> Discipline
74	Progressive Discipline
75	Problem Resolutions
76	<b>Separation Policies</b> Employment References
77	Job Abandonment
78	Resignation
79	Termination
80	Termination Process