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Employee Policy and Procedures Manual

To order this manual, please visit www.criuniversity.com/eppm/

This manual allows you to customize and make changes as you deem appropriate for your organization. You can add your company name, print it out, and distribute it to your employees. You can ease your mind knowing that your organization has a new, compliant Employee Policy and Procedures manual with a complaint resolution process that you have known you needed, but just haven't had time to deal with.

This manual delivers appropriate rules and procedures on:

Standard Employment Practices: At will employment, Equal Opportunity Employment, Sexual & Other Unlawful Harassment, Immigration Law Compliance, Criminal Convictions, Evaluation Period, Standards of Conduct, Personnel File

General Policies and Procedures: Orientation, Reporting Changes, Job Classification, Pay Periods, Hours of Work, Breaks, Overtime, Salary Increases, Payroll, Performance Reviews, Expense Reimbursement, Attendance & Punctuality, Mandatory Meetings, Telecommuting, Holidays, Vacations, Drugs & Alcohol, Violence & Weapons, Smoking, Food & Beverages, Visitors, Workplace Attire, Telephone Use, Voicemail & Electronic Mail, Use of Company Vehicles, Use of Company Property, Shipping & Office Supplies, Personal Safety, Office Security, Monitoring & Searches, Invention & Creative Works, Confidential Information, Conflicts of Interests, Non-Solicitation, Competing Employment, Employment of Relatives.

Leave Policies: General Policies, Sick Leave, Short Term Disability, Family & Medical Leave, Personal Leave of Absence, Jury Duty, Military Duty, Funeral Leave, Emergency Closings & Severe Weather

Employee Benefits: Benefits Eligibility, Medical Insurance, 401K, Stock Options, Employee Discounts, Tuition Reimbursement, Worker's Compensation, COBRA

Disciplinary Policies: Problem Resolutions, Discipline, Corrective Action

Separation Policies: Job Abandonment, Termination, Termination Process, Employment References

Your investment of just \$65.00 for this manual can save your organization thousands of dollars from defending complaints by delivering good policies and procedures so all employees are familiar with the appropriate complaint resolution process.

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