

Personnel Policies

The following is a sample list of policies which may be most applicable to full-time or year round positions. The policies highlighted apply most directly to seasonal employees. Consider the following list to get an impression of some of the major policies in an organization. This list is by no means definitive for every organization. The policies developed by any one organization depend on the nature and needs of the organization.

Work Schedule

Workday hours

Holidays

Vacation

Time off

Sick time

Personal leave

Leave of absence

Severe weather

Jury duty

Hiring Procedures

Americans With Disabilities Act

Interviewing job candidates

Checking references

Offering employment

New Employee and Internal Orientation

New employee orientation -- general information

Agency-wide new employee orientation

Intern orientation

Compensation

Paydays

Overtime and compensation time

Classifying employees as exempt or nonexempt

Salary ranges

Positioning pay within a salary range

Maintaining competitive salary information

Reclassifying positions

Salary review policy

Promotional increases

Withholding salary increase due to performance

Withholding salary increase due to leave of absence

At a minimum, most employers develop policies on:

- at-will employment;
- pay procedures;
- benefits (including any paid vacation, sick leave, holidays, and other forms of leave);
- meal and rest breaks;
- personal conduct (work rules);
- attendance and punctuality;
- sexual and other forms of harassment;
- equal employment opportunity;
- disciplinary procedures; and
- termination.

In addition, many employers include policies on:

- performance appraisals;
- smoking;
- safety procedures;
- appropriate dress and appearance;
- use of communications systems (including telephones, computers, e-mail, Internet access); and
- drug and alcohol use.

<p>Payroll Information & Timekeeping Procedures Payroll information -- general Payroll information -- direct deposit procedures Payroll information -- required and voluntary payroll deductions Timekeeping -- general discussion of non-exempt and exempt employee classifications Supervisor's signature</p> <p>Benefits Eligibility and general information Types of available benefits Medical insurance Dental insurance Disability insurance Supervisory communication Life insurance Confidentiality note Retirement plan Social security Employee advisory resource</p> <p>Workers' Compensation Information and Procedures When there is an injury or accident on the job What is covered under Workers' Compensation Type of injury covered by Workers' Compensation Insurance Medical expenses resulting from a work-related injury Resources available</p> <p>Performance Assessment Procedures Performance assessment cycle Performance assessment process Dealing with performance issues Discipline: when the positive approach does not work Separation from employment</p>	<p>Supplementary Information Discrimination or sexual harassment complaints Complaints regarding programs or staff Communications by the supervisor regarding personnel issues COBRA (Consolidated Budget Reconciliation Act) Leave-taking procedures</p> <p>Data Practices Policy Procedures Definitions Security of Records External releases Internal releases Use of data Legal procedures Destruction of records Staff access</p> <p>Financial Management Budget management Capital expenditures Supervisor's responsibilities in maintaining the budget Operating management Financial reporting</p>
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