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

[Organization Name]

HR POLICY MANUAL and EMPLOYEE HANDBOOK

[date]

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WELCOME!

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 Lavoffs 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)

Restaurant Policy Manual

United States. Congress. House.
Committee on Merchant Marine and
Fisheries. Subcommittee on
Oceanography

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The Complete Restaurant Management Guide Robert T. Gordon, Mark H. Brezinski, 2016-04-08 Two highly successful veterans in the restaurant industry offer surefire tips to lower the risks of failure avoid the common pitfalls and make day to day operations smooth and profitable Highlights of this practical handbook menus samples special promotions and charts and instructions to determine price for profit food production techniques for controlling food production charts sample records and avoiding production problems controlling costs sound purchasing policies an good storage and handling practices health and environmental issues keeping up with governmental guidelines on environmental regulations and on dealing with food borne illnesses The authors cover every detail of running a restaurant Franchising catering changes in meat grading labor management cocktail lounge operations computerized techniques in accounting bookkeeping and seating and much more are all covered at length Restaurant owners and managers will surely find The Complete Restaurant Management Guide invaluable Your Employee Handbook Restaurant Version Jackie Smith, 2012-02-18 Increase Your Employees Productivity and Save Time and Money with Your Employee Handbook Restaurant Version Your Employee Handbook Restaurant Version was specifically created for non union restaurant or food service businesses. The system includes dozens of ready to use policies and procedures written and edited for clarity to comply with federal and state law The policies include hiring terminations family leave policies solutions for reduced hours and professional conduct standards in additional to restaurant specific policies such as work schedules tipping and tip pools hygiene grooming safety customer contact and other policies related to front of house and professional kitchen staff The system also includes dozens of ready to use policies written and edited for clarity and to meet all federal and state quidelines Unlike other employee handbook products Your Employee Handbook Restaurant Version is a complete human resources system that provides you with all the tools you need for effective staff management Your Employee Handbook Restaurant Version was especially written for small businesses with less than 100 employees by a practicing expert in the human resources field and reviewed by an attorney with a specialty in employment law When you purchase Your Employee Handbook Restaurant Version you get access the editable Word file no re typing and the Employer's Poster Kit Online at no additional charge with free registration to our website As a registered purchaser you receive free forever access to your purchased files Special Reports the Reference Library and Policy Vault and get notices of upgrades and revisions See the instruction pages of the handbook for the registration link to our site As you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business Very few small business owners even consider an employee handbook until something goes wrong But there are many important reasons why you need one reasons that will save you time and money Managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees Here are a few examples Professional

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Coffee, Espresso and Tea Shop Elizabeth Godsmark, Lora Arduser, Douglas R. Brown, 2014-12-30 The revised second edition of How to Open a Financially Successful Coffee Espresso worksheets and checklists for planning opening and running day to day operations sample menus coffee drink recipes inventory lists sample floor plans diagrams and layouts and dozens of other valuable time saving tools that any coffee entrepreneur should know about This manual demonstrates hundreds of innovative ways to streamline your business Learn new ways to make your operation run smoother and increase performance Shut down waste reduce costs and increase profits In addition operators will appreciate this valuable resource and reference in their daily activities and as a source of ready to use forms websites operation and cost cutting ideas and mathematical formulas that is easily applied to their everyday business **How to Open a Restaurant: Due Diligence** Frank Stocco, Debbi Stocco, 2011-01-24 In this book How to Open a Restaurant Due Diligence you will find out the first things first the expertise needed to open a restaurant the steps you need to take early on and a guide to help you complete the steps This manual is designed to properly prepare you to open your restaurant within a required and realistic pre opening budget starting with defining your concept and vision The goal is to save you literally thousands of dollars and even help you gain financial advantage by using this chronological comprehensive guide There are 13 instructional chapters and each one is a true workbook style manual with space for notes and vital information that pertains to the respective Instruction New entrepreneurs seasoned foodservice veterans equipment companies as well as architects will benefit from reading the information presented The book will serve as an invaluable resource and journal for future endeavors as well **Statistical** abstract of the United States: 2004-2005, The National Data Book (Paper), Provides tables and graphs of statistics on the social political and economic conditions of the United States Each section has an introductory text Each table and graph has a source note Appendix 1 includes guides to sources of statistics State statistical abstracts and foreign statistical Marine Sanctuaries Program Reauthorization United States. Congress. House. Committee on Merchant abstracts Marine and Fisheries. Subcommittee on Oceanography, 1988

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