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

[Organization Name]

HR POLICY MANUAL and EMPLOYEE HANDBOOK

[date]

TABLE OF CONTENTS

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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 And Procedure Manual Texas

AN Whitehead

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