

Policy List	HAVE	NEED
COMPANY NAME:		
DATE OF REVIEW:		
NOTE: Created & Updated Dates on Each Policy		
INTRODUCTION		
010 - Title Page (Secondary)		
020 - Employee Welcome Message (Secondary)		
030 - Organization Description (Secondary)		
040 - Introductory Statement (Secondary)		
051 - Employee Acknowledgement Form (Primary)		
060 - Customer Relations (Secondary)		
EMPLOYMENT		
101 - Nature of Employment (Primary)		
102 - Employee Relations (Secondary)		
103 - Equal Employment Opportunity (Primary)		
104 - Business Ethics and Conduct (Secondary)		
105 - Hiring of Relatives (Primary)		
106 - Employee Medical Examinations (Secondary)		
107 - Immigration Law Compliance (Primary)		
108 - Conflicts of Interest (Secondary)		
110 - Outside Employment (Secondary)		
112 - Non-Disclosure (Secondary)		
114 - Disability Accommodation (Secondary)		
116 - Job Posting (Secondary)		
EMPLOYMENT STATUS & RECORDS		
201 - Employment Categories (Primary)		
202 - Access to Personnel Files (Secondary)		
203 - Employment Reference Checks (Primary)		
204 - Personnel Data Changes (Secondary)		
205 - Introductory Period (Primary)		
208 - Employment Applications (Secondary)		
209 - Performance Evaluation (Primary)		
210 - Job Descriptions (Secondary)		
212 - Salary Administration (Secondary)		
EMPLOYEE BENEFIT PROGRAMS		
301 - Employee Benefits (Primary)		
303 - Vacation Benefits (Primary)		
304 - Child Care Benefits (Secondary)		
305 - Holidays (Primary)		
306 - Workers' Compensation Insurance (Secondary)		
307 - Sick Leave Benefits (Primary)		
308 - Time Off to Vote (Secondary)		
309 - Bereavement Leave (Primary)		
310 - Relocation Benefits (Secondary)		
311 - Jury Duty (Primary)		
312 - Witness Duty (Secondary)		

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313 - Benefits Continuation (COBRA) (Primary)		
314 - Educational Assistance (Secondary)		
315 - Paid Time Off (PTO) (Secondary)		
316 - Health Insurance (Secondary)		
317 - Life Insurance (Secondary)		
318 - Short-Term Disability (Secondary)		
319 - Long-Term Disability (Secondary)		
320 - 401(k) Savings Plan (Secondary)		
322 - Matching Gifts Plan (Secondary)		
324 - Employee Assistance Program (Secondary)		
326 - Flexible Spending Account (FSA) (Secondary)		
328 - Parental Leave for School Visits (Secondary)		
330 - Computer Loan Program (Secondary)		
332 - Community Services (Secondary)		
TIMEKEEPING/PAYROLL		
401 - Timekeeping (Primary)		
403 - Paydays (Primary)		
405 - Employment Termination (Primary)		
407 - Severance Pay (Primary)		
408 - Pay Advances (Secondary)		
409 - Administrative Pay Corrections (Primary)		
410 - Pay Deductions and Setoffs (Secondary)		
WORK CONDITIONS & HOURS		
501 - Safety (Primary)		
502 - Work Schedules (Secondary)		
504 - Use of Phone and Mail Systems (Secondary)		
505 - Smoking (Primary)		
506 - Rest and Meal Periods (Secondary)		
507 - Overtime (Primary)		
508 - Use of Equipment and Vehicles (Secondary)		
510 - Emergency Closings - weather, fire (Secondary)		
512 - Business Travel Expenses (Secondary)		
514 - Visitors in the Workplace (Secondary)		
516 - Computer and Email Usage (Secondary)		
517 - Internet Usage (Secondary)		
518 - Workplace Monitoring (Secondary)		
520 - Telecommuting (Secondary)		
522 - Workplace Violence Prevention (Secondary)		
524 - Ergonomics (Secondary)		
526 - Cell Phone Usage (Secondary)		
LEAVES OF ABSENCE		
601 - Medical Leave (Primary)		

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602 - Family Leave (Primary)		
603 - Personal Leave (Primary)		
604 - Educational Leave (Secondary)		
605 - Military Leave (Primary)		
607 - Pregnancy-Related Absences (Primary)		
609 - Sabbatical Leave (Secondary)		
EMPLOYEE CONDUCT & DISCIPLINARY ACTION		
701 - Employee Conduct and Work Rules (Primary)		
702 - Drug and Alcohol Use (Secondary)		
703 - Sexual and Other Unlawful Harassment (Primary)		
704 - Attendance and Punctuality (Secondary)		
705 - Personal Appearance (Primary)		
706 - Return of Property (Secondary)		
708 - Resignation (Secondary)		
710 - Security Inspections (Secondary)		
712 - Solicitation (Secondary)		
714 - Drug Testing (Secondary)		
716 - Progressive Discipline (Secondary)		
718 - Problem Resolution (Secondary)		
720 - Casual Days (Secondary)		
722 - Workplace Etiquette (Secondary)		
MISCELLANEOUS		
800 - Life-Threatening Illnesses in the Workplace (Secondary)		
802 - Recycling (Secondary)		
804 - Employee Commute Options (Secondary)		
806 - Suggestion Program (Secondary)		
Social Security		
HIPAA Security		