

Sample Table of Contents

I. INTRODUCTION

- Title Page
- Employee Welcome Message
- Introductory Statement
- Organization Description

II. EMPLOYMENT

- Nature of Employment
- Employee Relations
- Equal Employment Opportunity
- Business Ethics and Conduct
- Hiring of Relatives
- Gifts and Gratuities
- Immigration Law Compliance
- Conflicts of Interest
- Non-Disclosure
- Outside Employment
- Disability Accommodation
- Employee Referrals
- Employment Termination

III. EMPLOYMENT STATUS AND RECORDS

- False Information and Employment
- Employment Reference Checks
- Job Descriptions
- Employment Categories
- Re-Employment
- Access to Personnel Files
- Personnel Data Changes
- Performance Development and Reviews
- Promotional Increases and Transfers

IV. EMPLOYEE BENEFIT PROGRAMS

- Health Plan
- Prescription Plan
- Dental Plan
- Benefits Continuation - COBRA
- Life/Accidental Death and Dismemberment Insurance Plan
- Section 125 Plan
- Vacation
- Sick Days
- Holidays

401(k) Savings Plan
Workers' Compensation Insurance Program
Return-To-Work Program
Short-Term Disability Plan
Long-Term Disability Plan
Jury Duty

V. TIMEKEEPING/PAYROLL

Paydays
Administrative Pay Corrections
Pay Deductions

VI. WORKPLACE PRACTICES

Overtime
Safety Procedures and Housekeeping
Health, Safety and Ergonomic Purchase Requests
Accident Control Program
Emergency Procedures
Emergency Closings
Use of Phone System
Cellular Phones and Pagers
Computer and E-mail System
Internet Usage
Workplace Monitoring
Personal Property and Inspections
Use of Equipment and Vehicles
Smoking
Visitors In The Workplace
Solicitation
Personal Appearance and Dress Code
Company Property
Travel Allowance
Employee Parking
Media and Public Contacts

VII. LEAVES OF ABSENCE

Bereavement Leave
Unpaid Jury Duty Leave
Medical Disability Leave

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

Absence and Lateness

Performance Improvement Process

Problem Resolution

Drug and Alcohol Use

Sexual Harassment

Workplace Violence Program

IX. MISCELLANEOUS

X. Employee Acknowledgement Form