

## Excerpted from TCIA Management Guide for Employee Handbooks

### APPENDIX A – A PERSONNEL POLICIES CHECKLIST

The following checklist is presented as a guide as you formulate and write your company's personnel policies. It includes all the internally imposed policies outlined in this booklet plus additional policies you may wish to consider.

We Have	We Need	Personnel Policy	We Have	We Need	Personnel Policy
		Absenteeism			Job-Related Expenses
		Accidents			Leave of Absence
		Accidental Death/Disability			Moonlighting/Outside Employment
		Alcohol/Drug Use			Military Leave
		Annual Leave			Monitoring/Private
		Bereavement Leave			Music at work
		Birthdays			Overtime
		Bonuses			Parking at the office/shop
		Bulletin Boards			Payday
		Cell Phone Usage			Pay Plan
		Check Cashing			Payroll Deductions
		Client Complaint Procedure			Pension Plan
		Clothing Allowance			Performance Evaluation
		Community Relations			Permanent, Full-time Employees
		Company Charge Accounts			Permanent, Part-time Employees
		Company Environmental Policy			Personal Conduct
		Company Property			Posting of Job Openings
		Compensation			Probation
		Compensatory Days			Profit Sharing
		Confidential Information			Promotion
		Continuation of Benefits			Recruitment & Hiring
		Cost-of-Living Adjustments			References
		Counseling			Rest Rooms
		Court Leave/Jury Duty			Retirement
		Disclaimer – handbook			Safety Meetings
		Disclaimer – job application			Safety Requirements
		Dress Code			Safety Training
		Educational Assistance			Salary Continuance
		Election Day			Salary Review
		Employee Benefits			Seniority
		Employee Loans			Severance Pay
		Employee Records			Sexual Harassment
		Employer-Provided Vehicles			Smoking
		Employment of Relatives			Soliciting Work
		Family/Medical Leave			Solicitations (NLRA)
		First Aid			Suggestions
		Training Program Online			Tardiness
		401(k) Plan			TCIA Code of Ethics
		Garnishments			Telephone Use
		Grievances			Temporary Employees
		Group Life Insurance			Testing
		Health Insurance			Travel Expenses
		Holidays			Unemployment Compensation
		Horseplay			Unsatisfactory Performance
		Hours of Operation			Voluntary Termination
		Incentive Program			Weather
		Internet/email usage			Workers' Compensation
		Involuntary Termination			Working Conditions
		Job Descriptions			Workplace Violence Prevention