

HR Suite - Alphabetical Policy Listing

Manual Policy Number Policy Title

HR = HR Policy Manual

EHB = Employee Handbook

A

HR	6020	Absence (Attendance and Dependability)
EHB	5020	Absence (Attendance and Dependability)
HR	5060	Accidents (Medical Reporting and Health Certification)
HR	6100	Accidents (Safety)
HR	2010	Accommodations (Americans With Disabilities Act (ADA))
EHB	2010	Accommodations (Americans With Disabilities Act (ADA))
HR	2030	Accommodations (Equal Employment Opportunity (EEO))
EHB	2030	Accommodations (Equal Employment Opportunity (EEO))
EHB	1001	Acknowledgement (Employee Handbook Receipt and Acknowledgement)
HR	1001	Acknowledgement (Manager's Acknowledgement of Receipt of Manual)
HR	9010	Alcohol (Business Entertainment and Gifts)
HR	6060	Alcohol (Drugs and Alcohol)
EHB	5060	Alcohol (Drugs and Alcohol)
HR	5005	Alternate Working Schedules
EHB	4005	Alternate Working Schedules
HR	2010	Americans With Disabilities Act (ADA)
EHB	2010	Americans With Disabilities Act (ADA)
HR	6010	Appearance and Grooming
EHB	5010	Appearance and Grooming
HR	5080	Appraisals (Performance Appraisal)
EHB	4060	Appraisals (Performance Appraisal)
HR	2020	At Will (Employment-At-Will)
EHB	2020	At Will (Employment-At-Will)

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HR 6020 Attendance and Dependability

EHB 5020 Attendance and Dependability

B

HR 4020 Background Checks (Hiring Procedures)

HR 7020 Benefits (Insurance and Retirement Benefits)

EHB 6020 Benefits (Insurance and Retirement Benefits)

HR 7040 Breaks (Rest and Lunch Breaks)

HR 7080 Breaks (Working Hours)

HR 2040 Bullying (Harassment)

HR 9010 Business Entertainment and Gifts

HR 9020 Business Travel

EHB 8010 Business Travel (Control of Expenses and Reimbursement)

C

HR 9030 Car Expenses

EHB 8010 Car Expenses (Control of Expenses and Reimbursement)

HR 6010 Casual Dress Days (Appearance and Grooming)

EHB 5010 Casual Dress Days (Appearance and Grooming)

HR 8005 Catastrophic Leave Sharing Program

HR 3010 Classification (Employee Classification)

EHB 3010 Classification (Employee Classification)

HR 7010 COBRA - Insurance Continuation

EHB 6010 COBRA - Insurance Continuation

HR 6030 Communication and Information Systems

EHB 5030 Communication and Information Systems

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EHB	4035	Community Activities (Involvement in Community/Political Activities)
HR	5030	Community Involvement (Involvement in Community/Political Activities)
HR	7015	Compensation Program Administration
HR	5010	Complaint Procedure
EHB	4010	Complaint Procedure
HR	5005	Compressed Work Week (Alternate Working Schedules)
EHB	4005	Compressed Work Week (Alternate Working Schedules)
HR	6035	Computer Security and Use
HR	6040	Confidentiality
EHB	5040	Confidentiality
HR	6050	Conflicts of Interest
EHB	5050	Conflicts of Interest
EHB	8010	Control of Expenses and Reimbursement
HR	5020	Corrective Action
EHB	4020	Corrective Action

D

HR	6020	Dependability (Attendance and Dependability)
EHB	5020	Dependability (Attendance and Dependability)
HR	2015	Diversity
EHB	2015	Diversity
HR	7016	Domestic Partnership Benefits
HR	6010	Dress Code (Appearance and Grooming)
EHB	5010	Dress Code (Appearance and Grooming)
HR	5050	Drug Testing (Medical Examinations and Drug Testing)

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EHB	4040	Drug Testing (Medical Exams, Drug Testing, and Health Certification)
HR	6060	Drugs and Alcohol
EHB	5060	Drugs and Alcohol

E

HR	9040	Education and Training
HR	5022	Emergency Closing
EHB	4023	Emergency Closing
HR	3010	Employee Classification
EHB	3010	Employee Classification
HR	6070	Employee Conduct and Work Rules
EHB	5070	Employee Conduct and Work Rules
HR	5023	Employee Development
EHB	4024	Employee Development
EHB	1001	Employee Handbook Receipt and Acknowledgement
EHB	5071	Employee Inventions
HR	5025	Employee Recognition Program
HR	4005	Employee Referral Program
EHB	4025	Employee Referral Program
HR	5026	Employee Serious Injury or Death
HR	4010	Employment of Minors
EHB	4026	Employment of Minors
HR	2020	Employment-At-Will
EHB	2020	Employment-At-Will
HR	2030	Equal Employment Opportunity (EEO)

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EHB	2030	Equal Employment Opportunity (EEO)
HR	9050	Expense Control and Reimbursement
HR	7017	Extra Compensation

F

HR	8010	Family and Medical Leave (FMLA)
HR	5005	Flex Time (Alternate Working Schedules)
EHB	4005	Flex Time (Alternate Working Schedules)
HR	8020	Funeral Leave
EHB	7010	Funeral Leave

G

HR	6010	Grooming (Appearance and Grooming)
EHB	5010	Grooming (Appearance and Grooming)

H

HR	2040	Harassment
EHB	2040	Harassment
HR	5060	Health Certification (Medical Reporting and Health Certification)
EHB	4040	Health Exams (Medical Exams, Drug Testing, and Health Certification)
HR	4030	Hiring of Relatives (Nepotism)
EHB	4030	Hiring of Relatives (Nepotism)
HR	4020	Hiring Procedures
HR	8030	Holidays
EHB	7020	Holidays
EHB	6050	Hours (Working Hours)
HR	3030	Human Resource Files and Records

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EHB	3030	Human Resource Files and Records
I		
HR	4040	Immigration Law Compliance
EHB	4032	Immigration Law Compliance
HR	5100	Impairments (Serious Illnesses, Medical Conditions, and Impairments)
EHB	4080	Impairments (Serious Illnesses, Medical Conditions, and Impairments)
EHB	5030	Information Systems (Communication and Information Systems)
HR	5028	In-House Education and Training
EHB	4033	In-House Education and Training
HR	3020	Initial Employment Period
EHB	3020	Initial Employment Period
HR	7020	Insurance and Retirement Benefits
EHB	6020	Insurance and Retirement Benefits
HR	5029	Internships
EHB	4034	Internships
EHB	1010	Introduction to the Handbook
HR	1010	Introduction to the Manual
HR	5030	Involvement in Community/Political Activities
EHB	4035	Involvement in Community/Political Activities

J

HR	5035	Job Sharing
EHB	4036	Job Sharing
HR	8040	Jury, Witness, and Voting Leave
EHB	7030	Jury, Witness, and Voting Leave

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L

HR	5040	Layoff and Reduction in Force
EHB	7041	Leave Policy
HR	8011	Leaves of Absence
HR	8040	Leaves of Absence
EHB	7040	Leaves of Absence
HR	5092	Light Duty (Return to Work and Light Duty)
EHB	4075	Light Duty (Return to Work and Light Duty)
HR	7040	Lunch Break (Rest and Lunch Breaks)

M

HR	1001	Manager's Acknowledgement of Receipt of Manual
HR	5045	Matching Gift Program
EHB	4039	Matching Gift Program
HR	5100	Medical Conditions (Serious Illnesses, Medical Conditions, and Impairments)
EHB	4080	Medical Conditions (Serious Illnesses, Medical Conditions, and Impairments)
HR	5050	Medical Examinations and Drug Testing
EHB	4040	Medical Exams, Drug Testing, and Health Certification
HR	5060	Medical Reporting and Health Certification
HR	1020	Message from Management
EHB	1020	Message from Management
HR	8010	Military Caregiver Family Leave (Family and Medical Leave)
HR	8050	Military Leave
HR	1030	Mission Statement
EHB	1030	Mission Statement

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HR	4070	Mortgage Loan Originators (S.A.F.E. Act)
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N

HR	4030	Nepotism (Hiring of Relatives)
EHB	4030	Nepotism (Hiring of Relatives)
HR	7040	Nursing Mothers (Rest and Lunch Breaks)
HR	7080	Nursing Mothers (Working Hours)
EHB	6050	Nursing Mothers (Working Hours)

O

HR	4050	Obtaining Reference Information
HR	4060	Orientation
EHB	4048	Orientation
HR	5070	Outside Employment
EHB	4050	Outside Employment
HR	7030	Overtime
EHB	6030	Overtime
HR	1040	Overview of the Company
EHB	1040	Overview of the Company

P

HR	8065	Paid Time Off
EHB	7045	Paid Time Off
HR	8069	Pandemic (Serious Contagious Illnesses and Pandemics)
HR	9060	Participation in Professional and Other Organizations
HR	7050	Payroll Procedures
EHB	6040	Payroll Procedures

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HR	5080	Performance Appraisal
EHB	4060	Performance Appraisal
HR	8060	Personal and Other Leaves of Absence
HR	6072	Personal Finances
EHB	5079	Personal Finances
HR	6075	Personal Financial Transactions
EHB	5081	Personal Financial Transactions
HR	6080	Personal Property, Searches and Inspections
EHB	5080	Personal Property, Searches, and Inspections
HR	5030	Political Activities (Involvement in Community/Political Activities)
EHB	4035	Political Activities (Involvement in Community/Political Activities)
HR	5020	Probation (Corrective Action)
HR	5090	Promotion
EHB	4070	Promotions (Promotions and Transfers)
HR	6090	Public Relations
EHB	5090	Public Relations

R

EHB	4073	Recognition Program
HR	5025	Recognition Program (Employee Recognition Program)
HR	3040	Reference Requests
EHB	3040	Reference Requests
HR	4050	References (Obtaining Reference Information)
HR	4005	Referral Program (Employee Referral Program)
EHB	4025	Referral Program (Employee Referral Program)

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HR	5091	Relocation
HR	7040	Rest and Lunch Breaks
HR	7020	Retirement (Insurance and Retirement Benefits)
EHB	6020	Retirement (Insurance and Retirement Benefits)
HR	5092	Return to Work and Light Duty
EHB	4075	Return to Work and Light Duty
<u>S</u>		
HR	4070	S.A.F.E. Act
HR	8067	Sabbaticals
HR	6100	Safety
EHB	5100	Safety
HR	8068	School/Volunteer Leave
HR	8069	Serious Contagious Illnesses and Pandemics
HR	5100	Serious Illnesses, Medical Conditions, and Impairments
EHB	4080	Serious Illnesses, Medical Conditions, and Impairments
HR	8010	Servicemember Caregiver Family Leave (Family and Medical Leave)
HR	8050	Servicemember Leave (Military Leave)
HR	7060	Severance Pay
EHB	7045	Sick Days (Paid Time Off)
HR	8070	Sick Leave
EHB	7050	Sick Leave
HR	8065	Sick Time (Paid Time Off)
HR	6110	Smoking and Other Tobacco Use
EHB	5110	Smoking and Other Tobacco Use

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HR	6115	Social Media
EHB	5115	Social Media
HR	6120	Solicitation and Distribution Activities
EHB	5120	Solicitation and Distribution Activities
HR	5102	Succession Planning
HR	5103	Suggestion Program
EHB	4085	Suggestion Program
HR	5020	Suspension (Corrective Action)

T

HR	6020	Tardiness (Attendance and Dependability)
EHB	5020	Tardiness (Attendance and Dependability)
HR	5105	Telecommuting
HR	5110	Termination of Employment
EHB	4090	Termination of Employment
EHB	7000	Time Off (see Chapter 7000)
HR	8000	Time Off (see Chapter 8000)
HR	7070	Time Records
HR	5120	Transfer
EHB	4070	Transfer (Promotions and Transfers)
HR	9020	Travel (Business Travel)

V

HR	8065	Vacation (Paid Time Off)
EHB	7045	Vacation (Paid Time Off)
HR	8080	Vacations

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EHB	7060	Vacations
HR	8068	Volunteer Leave (School/Volunteer Leave)
HR	8040	Voting (Jury, Witness, and Voting Leave)
EHB	7030	Voting (Jury, Witness, and Voting Leave)

W

HR	6150	Whistleblowing: Reporting Serious Inappropriate Conduct
EHB	5128	Whistleblowing: Reporting Serious Inappropriate Conduct
HR	8040	Witness Duty (Jury, Witness, and Voting Leave)
EHB	7030	Witness Duty (Jury, Witness, and Voting Leave)
HR	7080	Working Hours
EHB	6050	Working Hours
HR	6160	Workplace Violence
EHB	5130	Workplace Violence