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HR Policy Manual	Handbook Policy	Key Field ID	Definition	Your Data
Human Resources Department				
1005	1005	1005-1	Insert the physical location of the Human Resource Department.	
1005	1005	1005-2	Insert the phone number for the Human Resource Department.	
1005	1005	1005-3	Insert the email address for the Human Resource Department.	
Message From Management				
1020	n/a	1020-1	Insert your Message from Management. If you do not have one, this policy should be deleted	
Mission Statement				
1030	1030	1030-1	Insert your Mission Statement. If you do not have one, this policy should be deleted.	
Overview of the Company				
1040	1040	1040-1	Insert an overview of the Company. If you do not want this policy, it should be deleted	
Employee Classification				
3010 (3) and 3010 (4)(A)	3010	3010-1	Insert the number of hours an employee must work weekly to be considered full time (e.g., 40).	
Initial Employment Period				
3020	3020	3020-1	Insert the number of days desired for the Initial Employment Period (typically 90 days is used).	
3020 (3)(A)	3020	3020-2	List the benefits not available until completion of the Initial Employment Period.	
Employee Referral Program.				
4005 (3)(A)	4025	4005-1	Insert dollar amount of bonus for each referral.	
Hiring Procedures				
4020(5)(A), 5090(2)(B), 5120(3)(A)	n/a	4020-1	Insert the number of days jobs will be posted. Common posting periods range from 5-10 days.	
4020 (8)(A)	n/a	4020-2	Insert the time period that applications are considered active (typically 6 months).	
Hiring of Relatives (Nepotism)				
4030 (2)	4030	4030-1	Define "immediate relative" for the purposes of the nepotism policy. It typically includes parents, children, siblings, and in-laws of a similar degree.	
4030 (5)	4030	4030-2	Insert the number of days employees subject to the nepotism policy have to decide which of them will terminate employment (typically 20 days is common).	
Complaint Procedure				
5010(4)(B)	4010	5010-1	Insert the maximum number of days an employee has to submit a complaint (typically not to exceed 10 days).	
5010(4)(A)(i)(5)	n/a	5010-2	Insert the maximum number of days that the Manager has to respond to the employee's complaint (typically not more than 5 days).	
5010(4)(A)(ii)	4010	5010-3	Insert the maximum number of days an employee has to submit an appeal. Generally, this ranges between 5 to 10 working days.	
5010(4)(A)(ii)	n/a	5010-4	Insert the maximum number of days allowed to render a written response regarding an appeal (generally between 5 to 10 days).	
Corrective Action				
5020(2)(C)(i)	n/a	5020-1	Insert the number of days your formal probation period lasts or language that will explain your policy on formal disciplinary probation. Suggested language: not less than 2 weeks, but not to exceed 90 calendar days depending on individual circumstances and situational needs	
5020(7)	n/a	5020-2	Insert the number of years that formal disciplinary probation documentation will be kept in the employee's personnel file (typically, probationary memos are purged after 2 or 3 years).	
Emergency Closing				
5022(5)(A)(i), 5022(5)(A)(ii)	4023	5022-1	Insert the maximum number of paid emergency closure days allowed per year for full time, nonexempt employees.	
5022(5)(A)(iii)	4023	5022-2	Insert the maximum number of paid emergency closure days allowed per year for part time employees who work at least 20 hours per week.	
Layoff and Reduction in Force				

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5040(4)(D)	n/a	5040-1	Insert the maximum number of working days that an employee has to respond to a recall notification (generally not more than 10 days).	

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Matching Gift Program – Section 5045				
5045(2)	4039	5045-1	Insert the list of recipients eligible to receive gifts through the matching gift program.	
5045(4)	4039	5045-2	Insert the minimum dollar amount that will be matched in the matching gift program, per eligible employee, per calendar year.	
5045(4)	4039	5045-3	Insert the maximum dollar amount that will be matched in the matching gift program, per eligible employee, per calendar year.	
Promotion				
5090(1)(C)	4070	5090-1	Insert minimum length of service in current position before promotion consideration (typically one year unless approved by Management in unusual circumstances).	
5090(3)(A), 5090(3)(B)	n/a	5090-2	Insert the maximum number of days that current employees have to apply for position openings, prior to external recruitment efforts (typically 3 to 5 days).	
Suggestion Program				
5103(8)(A)(ii)	n/a	5103-1	Enter the minimum dollar award amount for an accepted suggestion.	
5103(8)(A)(ii)	n/a	5103-2	Enter the maximum dollar award amount for an accepted suggestion.	
Termination of Employment				
5110(1)(A)(i)	4090	5110-1	Insert minimum number of week's notice Managers and other exempt employees must provide of their intent to terminate (typically 3 to 4 weeks).	
5110(1)(A)(ii)	4090	5110-2	Insert minimum number of weeks notice non-exempt employees must provide of their intent to terminate. A two-week period is most common.	
5110(1)(C)(i), 5110(1)(C)(ii), 5110(1)(C)(iii), 6020(8)	4090, 5020	5110-3	Insert the time period an employee is absent from work without notice after which he/she will be considered to have voluntarily resigned. The typical period is 24-48 hours.	
Transfer				
5120(4)(D)	4070	5120-1	Insert minimum number of months or years required in current position to be eligible for a transfer (typically 6 to 12 months).	
5120(6)	n/a	5120-2	Insert time with pay that will be granted for a transfer interview (generally not more than 4 hours unless extensive travel is required).	
Appearance and Grooming				
6010(2)(A)(i)	5010	6010-1	Insert language describing specific appropriate attire for women who have public contact.	
6010(2)(A)(ii)	5010	6010-2	Insert language describing specific appropriate attire for men who have public contact.	
6010(2)(B)	5010	6010-3	Insert language describing specific appropriate attire for employees without public contact	
6010(3)	5010	6010-4	Insert language describing specific attire prohibited.	
6010(5)	5010	6010-5	Insert language describing acceptable casual or informal attire.	
6010(7)	5010	6010-6	Insert language describing unacceptable types of jewelry, body piercing, tattoos, etc.	
Personal Financial Transactions				
6075(2)	5081	6075-1	Insert specific services and discounts provided to employees.	
Whistleblowing: Reporting Serious Inappropriate Conduct				
6150(3)E	n/a	6150-1	List the phone number where a "whisleblower" voicemail may be left	
6150(3)E	n/a	6150-2	List the email address where a "whisleblower" message may be sent	
Domestic Partnership Benefits				
7016(4)	n/a	7016-1	Insert benefits provided to domestic partners.	
7016(4)	n/a	7016-2	Insert benefits coverage NOT provided to domestic partners.	
Extra Compensation				
7017(2)(B)(i)	n/a	7017-1	Insert how many minutes an employee on call has to return the call once notified.	
7017(2)(B)(ii)	n/a	7017-2	Insert how many minutes an employee on call has to respond to notification.	
7017(2)(B)(iii)	n/a	7017-3	Insert the maximum number of miles that an on call employee may be away from the workplace.	

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7017(2)(C)(i)	n/a	7017-4	Insert the rate of pay that on call employees will receive for the number of hours scheduled	
7017(5)(B)(i)(1)	n/a	7017-5	Insert the % premium of base pay that employees working a non-daytime shift will receive for working at least 4 hours during the specified timeframe.	
Extra Compensation (continued)				
7017(5)(B)(i)(1)	n/a	7017-6	Insert the timeframe of hours which qualify for shift pay premiums.	
7017(5)(B)(i)(2)	n/a	7017-7	Insert the % premium of base pay that employees working a weekend shift of 4 or more hours will receive.	
Insurance and Retirement Benefits				
7020(1)	6020	7020-1	Insert language listing various benefit plans offered.	
7020(4)	4090	7020-2	Insert the list of benefits that end at termination.	
7020(4)	4090	7020-3	Insert the day when benefits end upon termination, such as "last day of employment" or "last day of the month in which employee works.	
Overtime				
7030(2)(B), 7070(1)(F), 7080(1)	6030	7030-1	Insert day of week that workweek begins.	
7030(2)(B), 7070(1)(F), 7080(1)	6030	7030-2	Insert day of week that workweek ends.	
Rest and Lunch Breaks				
7040, 7040(3)	6050	7040-1	Insert the number of authorized rest breaks for full-time, non-exempt employees (typically 2 per eight-hour shift).	
7040(2), 7080(2)	6050	7040-2	Insert time period for lunch breaks for full-time, non-exempt employees (typically 30 to 60 minutes).	
7040(3), 7040(3)(A)	6050	7040-3	Insert time period for rest breaks (typically 15 minutes per break).	
Payroll Procedures				
7050(1)	6040	7050-1	Insert language defining pay periods, e.g., weekly, bi-weekly, semi-monthly (twice per month) or monthly.	
7050(1), 7050(1)(A)	6040	7050-2	Insert language defining when pay period begins.	
7050(1), 7050(1)(A)	6040	7050-3	Insert language defining when pay period ends.	
7050(1)(A)	6040	7050-4	Insert number of days, weeks, or other time periods covered by the pay period.	
Severance Pay				
7060(1)(A)	n/a	7060-1	Insert length of service required for employees to be eligible for severance pay (typically one year).	
7060(2)	n/a	7060-2	Specifically list the dollar benefits offered for each designated service period including years of service and applicable benefit amount (i.e., Years of Service = Benefit Amount). OR Insert language defining the Company's severance benefits (i.e., "severance benefits are determined on a case-by-case basis as approved by Management").	
Catastrophic Leave Sharing Program				
8005(5)(G)	n/a	8005-1	Insert the maximum number of weeks an employee may donate per medical condition.	
Leaves of Absence				
8011(1)	n/a	8011-1	Insert the time period of absence from work after which a leave of absence begins.	
8011(3)(A)(i)	7041	8011-2	Insert the time employees must work for the Company before qualifying for a leave of absence.	
8011(4)	7041	8011-3	Insert the number of days that personal leaves of absence may generally not exceed.	
8011(5)	7041	8011-4	Insert the number of days before the leave is taken that the request must be tendered.	
8011(8)(B)	n/a	8011-5	Insert language describing when insurance coverage will end during an unpaid leave of absence.	
Funeral Leave				
8020(2), 8020(6)	7010	8020-1	Insert the number of paid funeral days allowed by the Company (typically 3 days).	
8020(3)	7010	8020-2	Insert specific language defining "immediate family" for purposes of funeral leave.	

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 Holidays				
8030(1)	7020	8030-1	Insert the days that are observed as holidays.	
8030(2)(B)	7020	8030-2	Insert the number of hours per week that part-time employees must work to be eligible for holiday pay (typically 20 hours per week). If part-time employees are **not** eligible for holidays, so indicate by deleting part-time language.	
8030(7)(A)	7020	8030-3	Insert the number of paid personal holidays allowed by the Company (typically not more than one day per year). If personal holidays are **not** allowed, so indicate by deleting or adding appropriate language.	
Jury, Witness, and Voting Leave				
8040(1)(B)(i), 8040(1)(B)(2)	7030	8040-1	Insert the number of **paid** jury days allowed (typically not more than 10).	
8040(2)	7030	8040-2	Insert number of hours authorized for time off to vote (typically two hours).	
8040(2)	7030	8040-3	Insert whether voting leave is paid or unpaid.	
Personal and Other Leaves of Absence				
8060(1)	n/a	8060-1	Insert number of calendar weeks of absence before an official leave of absence can begin (typically between 2 to 4 weeks).	
8060(3)(A)(1)	7040	8060-2	Insert length of service required before an employee can be eligible for leaves of absence (typically not less than 90 days or greater than one year).	
8060(4)	7040	8060-3	Insert the number of days that personal leaves of absence may generally not exceed.	
8060(5)	7040	8060-4	Insert number of days of advance notice recommended for leaves of absence.	
8060(8)(B)	n/a	8060-5	Insert the number of days that insurance coverage may continue with Company participation (typically from the end of the month to 90 days).	
Paid Time Off				
8065(1)(A)(i)	7045	8065-1	Insert number of days required for an employee to be eligible for Paid Time Off (typically 90-180 days).	
8065(2)(B)(i)	7045	8065-2	Insert length of service categories for PTO days accrual (e.g., One Year).	
8065(2)(B)(ii)	7045	8065-3	Insert the number of PTO days granted per year for each category (12 Personal Days).	
8065(2)(C)	n/a	8065-4	Enter the maximum number of months an employee can be separated from the Company and still retain credit for service previously accrued if rehired or recalled (typically 12 months).	
8065(4)	7045	8065-5	Insert the maximum number of Paid Time Off days an employee can accumulate per year.	
Sabbaticals				
8067(1)(c)	n/a	8067-1	Insert the number of years an employee must be employed to be eligible for a sabbatical leave.	
8067(3)	n/a	8067-2	Insert the maximum number of weeks for a sabbatical leave.	
School/Volunteer Leave				
8068(2)	n/a	8068-1	Insert the number of hours of school/volunteer leave that full-time employees are credited with each year.	
Sick Leave				
8070(2)(A)	7050	8070-1	Insert the number of paid sick leave hours or days accrued per month.	
8070(2)(A)	7050	8070-2	Insert the number of paid sick leave days per year.	
8070(2)(B)	7050	8070-3	Insert the maximum number of days of sick leave employees may accumulate. Delete if days may not be carried over.	
8070(4)(B)	7050	8070-4	Define "immediate family" for the purposes of this sick leave policy. Many organizations use the same definition as that used under FMLA, including spouse, dependent child, and parent.	

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Vacations				
8080(1)	7060	8080-1	Insert specific eligibility requirements for vacation benefits, including whether full-time and part-time employees are eligible and how much service must be completed before employees are eligible (i.e., 6 months).	
8080(2)(B)	7060	8080-2	Insert specific vacation benefits for each length of service period (i.e., Length of Service = Vacation Days Per Year).	
Business Travel				
9020(4)	n/a	9020-1	Insert the dollar amount suggested for maximum daily expenses (typically, amounts cover three meals ranging from $25 to $40 per day).	