

### Key Explanation

SD = Standard

F = Federal

ST = State

C = Customize

**Standard** – This policy includes language not necessarily dictated by federal regulations but generally recommended by employment law attorneys. Clients typically would not customize these policies unless there are **specific reasons** the client would have something different, or if **state specific regulations and guidelines** must be taken into consideration. Note: Terminology within the policy (Company vs. Credit Union, Team Members vs. Employees, etc) is often customized, and Key Fields may need to be defined.

**Federal** - Language in this policy is based on Federal regulations and guidelines from regulatory agencies, such as the DOL, Wage and Hour, EEOC, etc. The language is directly given from these agencies and should not be customized unless **state specific regulations and guidelines** must be taken into consideration. Note: Terminology within the policy (Company vs. Credit Union, Team Members vs. Employees, etc) is often customized.

**State** - Additional language may need to be added depending on your particular state regulations and guidelines. If there is a state law addressing the issue it would supersede federal law or standard language and should be customized. You will need to research state laws for these topics to see what would apply to your organization. A list of State Labor Departments has been included (see page 10) to help with your research.

**Customize** - Language in this policy should be customized to define the policy for your organization.

**For help customizing your policies, including state law considerations or incorporating general organizational practices, our HR Consulting Team can help! Please contact [sales@hrperformancesolutions.com](mailto:sales@hrperformancesolutions.com) for more information and pricing.**

<b>HUMAN RESOURCE POLICY MANUAL</b>			
<b>Section</b>	<b>Policy Title</b>	<b>Key</b>	<b>Additional Information</b>
<b>1000</b>	<b>Introduction</b>		
1001	Manager's Acknowledgement of Receipt of Manual	SD	
1005	HR Department	C	
1010	Introduction to the Manual	SD	
1020	Message from Management	C	
1030	Mission Statement	C	
1040	Overview of the Credit Union	C	
<b>2000</b>	<b>General Management Practices</b>		
2010	Americans with Disabilities Act (ADA)	F / ST	
2015	Diversity	F	
2016	Diversity for Financial Institutions	F	
2020	Employment-At-Will	F / ST	
2030	Equal Employment Opportunity (EEO)	F / ST	
2040	Harassment	F / ST	
<b>3000</b>	<b>Employment Status and Human Resource Records</b>		
3010	Employee Classification	C	
3020	Initial Employment Period	C	
3030	Human Resources Files and Records	SD / ST	
3040	Reference Requests	SD	
<b>4000</b>	<b>Hiring Issues</b>		
4005	Employee Referral Program	C	
4010	Employment of Minors	SD / ST	
4020	Hiring Procedures	C / ST	
4030	Hiring of Relatives (Nepotism)	C	
4040	Immigration Law Compliance	F / SD / ST	
4050	Obtaining Reference Information	SD	
4060	Orientation	SD	
4070	S.A.F.E. Act	F	
<b>5000</b>	<b>Employment Practices</b>		

HR SUITE POLICY GUIDANCE

5005	Alternate Working Schedules	SD	
5010	Complaint Procedure	C	
5020	Corrective Action	C	
5022	Emergency Closing	C	
5023	Employee Development	SD	
5025	Employee Recognition Program	C	
5026	Employee Serious Injury or Death	SD	
5028	In-House Education and Training	SD	
5029	Internships	SD	
5030	Involvement in Community/Political Activities	SD	
5035	Job Sharing	SD	
5040	Layoff and Reduction in Force	C / ST	
5045	Matching Gift Program	SD	
5050	Medical Examinations and Drug Testing	SD / ST	
5060	Medical Reporting and Health Certification	SD	
5070	Outside Employment	SD	
5080	Performance Appraisal	SD	
5090	Promotion	C	
5091	Relocation	SD	
5092	Return to Work and Light Duty	SD	
5100	Serious Illnesses, Medical Conditions, and Impairments	SD	
5102	Succession Planning	SD	
5103	Suggestion Program	SD	
5105	Telecommuting	SD	
5110	Termination of Employment	C / ST	
5120	Transfer	SD	
<b>6000</b>	<b>Employee Responsibilities</b>		
6010	Appearance and Grooming	C / ST	
6020	Attendance and Dependability	SD	
6030	Communication and Information Systems	SD / ST	
6035	Computer Security and Use	SD	
6040	Confidentiality	SD	

HR SUITE POLICY GUIDANCE

6050	Conflicts of Interest	SD	
6060	Drugs and Alcohol	SD / ST	
6070	Employee Conduct and Work Rules	SD / ST	
6072	Personal Finances	C	
6075	Personal Financial Transactions	C	
6080	Personal Property, Searches, and Inspections	SD	
6090	Public Relations	SD	
6100	Safety	SD / ST	
6110	Smoking and Other Tobacco Use	SD / ST	
6115	Social Media	SD / ST	
6120	Solicitation and Distribution Activities	SD	
6150	Whistleblowing and Reporting Serious Inappropriate Conduct	SD	
6160	Workplace Violence	SD	
<b>7000</b>	<b>Compensation and Benefits</b>		
7010	COBRA - Insurance Continuation	F	
7015	Compensation Program Administration	SD	
7016	Domestic Partnership Benefits	C / ST	
7017	Extra Compensation	C	
7020	Insurance and Retirement Benefits	C / ST	
7030	Overtime	C / ST	
7040	Rest and Lunch Breaks	C / ST	
7050	Payroll Procedures	C / ST	
7060	Severance Pay	C	
7070	Time Records	SD	
7080	Working Hours	C	
<b>8000</b>	<b>Time Off</b>		
8005	Catastrophic Leave Sharing Program	SD	
8010	Family and Medical Leave	F / ST	Use this policy if you DO need to comply with FMLA. If this policy is used, policy 8011 should NOT be used.
8011	Leaves of Absence	C	Use this policy if you do NOT need to comply with FMLA. If this policy is used, do NOT use policy 8010 and 8060.
8020	Funeral Leave	C	

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8030	Holidays	C / ST	
8040	Jury, Witness, and Voting Leave	C / ST	
8050	Military Leave	F / ST	
8060	Personal and Other Leaves of Absence	C	Use this policy if you need to comply with the FMLA and are using policy 8010.
8065	Paid Time Off	C	If this policy is used, policy 8070 and 8080 should NOT be used.
8067	Sabbaticals	C	
8068	School/Volunteer Leave	C / ST	
8069	Serious Contagious Illnesses and Pandemics	SD	
8070	Sick Leave	C / ST	If this policy is used, policy 8065 should NOT be used.
8080	Vacations	C / ST	If this policy is used, policy 8065 should NOT be used.
<b>9000</b>	<b>Expenses and Reimbursement</b>		
9010	Business Entertainment and Gifts	SD	
9020	Business Travel	C	
9030	Car Expenses	SD / ST	
9040	Education and Training	SD / ST	
9050	Expense Control and Reimbursement	SD	
9060	Participation in Professional and Other Organizations	SD	

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<b>EMPLOYEE HANDBOOK</b>			
<b>Section</b>	<b>Policy Title</b>	<b>Key</b>	<b>Additional Information</b>
<b>1000</b>	<b>Introduction and Employee Acknowledgement</b>		
1001	Employee Handbook Receipt and Acknowledgement	SD	
1005	HR Department	C	
1010	Introduction to the Handbook	SD	
1020	Message from Management	C	
1030	Mission Statement	C	
1040	Overview of the Credit Union	C	
<b>2000</b>	<b>General Management Practices</b>		
2010	Americans with Disabilities Act (ADA)	F/ST	
2015	Diversity	F	
2020	Employment-At-Will	F/ST	
2030	Equal Employment Opportunity (EEO)	F/ST	
2040	Harassment	F/ST	
<b>3000</b>	<b>Employment Status and Human Resource Records</b>		
3010	Employee Classification	C	
3020	Initial Employment Period	C	
3030	Human Resources Files and Records	SD/ST	
3040	Reference Requests	SD	
<b>4000</b>	<b>Employment Practices</b>		
4005	Alternate Working Schedules	C	
4010	Complaint Procedure	C	
4020	Corrective Action	C	

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4023	Emergency Closing	C	
4024	Employee Development	C	
4025	Employee Referral Program	C	
4026	Employment of Minors	C/ST	
4030	Hiring of Relatives (Nepotism)	C	
4032	Immigration Law Compliance	C/ST	
4033	In-House Education and Training	C	
4034	Internships	C	
4035	Involvement in Community/Political Activities	C	
4036	Job Sharing	C	
4039	Matching Gift Program	C	
4040	Medical Exams, Drug Testing, and Health Certification	C/ST	
4048	Orientation	C	
4050	Outside Employment	C	
4060	Performance Appraisal	C	
4070	Promotions and Transfers	C	
4073	Recognition Program	C	
4075	Return to Work and Light Duty	C	
4080	Serious Illnesses, Medical Conditions, and Impairments	C	
4085	Suggestion Program	C	
4088	Telecommuting	C	
4090	Termination of Employment	C/ST	
<b>5000</b>	<b>Employee Responsibilities</b>		
5010	Appearance and Grooming	C/ST	
5020	Attendance and Dependability	SD	
5030	Communication and Information Systems	SD/ST	
5040	Confidentiality	SD	
5050	Conflicts of Interest	SD	
5060	Drugs and Alcohol	SD/ST	
5070	Employee Conduct and Work Rules	SD/ST	

HR SUITE POLICY GUIDANCE

5071	Employee Inventions	C	
5079	Personal Finances	C	
5080	Personal Property, Searches, and Inspections	SD	
5081	Personal Financial Transactions	C	
5090	Public Relations	SD	
5100	Safety	SD/ST	
5110	Smoking and Other Tobacco Use	SD/ST	
5115	Social Media	SD/ST	
5120	Solicitation and Distribution Activities	SD	
5128	Whistleblowing and Reporting Serious Inappropriate Conduct	SD	
5130	Workplace Violence	SD	
<b>6000</b>	<b>Compensation and Benefits</b>		
6010	COBRA - Insurance Continuation	F	
6020	Insurance and Retirement Benefits	SD/ST	
6030	Overtime	C/ST	
6040	Payroll Procedures	C/ST	
6050	Working Hours	C	
<b>7000</b>	<b>Time Off</b>		
7005	Catastrophic Leave Sharing Program	C	
7010	Funeral Leave	C/ST	
7020	Holidays	C/ST	
7030	Jury, Witness, and Voting Leave	C/ST	
7040	Leaves of Absence	C/ST	Use this policy if you DO need to comply with FMLA. If this policy is used, policy 7041 should NOT be used.
7041	Leave Policy	C/ST	Use this policy if you do NOT need to comply with FMLA. If this policy is used, do NOT use policy 7040.
7045	Paid Time Off	C/ST	If this policy is used, policy 7050 and 7060 should NOT be used.
7047	Sabbaticals	C	
7048	School/Volunteer Leave	C/ST	
7049	Serious Contagious Illnesses and Pandemics	C/ST	



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7050	Sick Leave	C/ST	If this policy is used, policy 7045 should NOT be used.
7060	Vacations	C	If this policy is used, policy 7045 should NOT be used.
<b>8000</b>	<b>Expenses and Reimbursement</b>		
8010	Control of Expenses and Reimbursement	SD	

**STATE LABOR DEPARTMENTS**

ALASKA DIVISION OF LABOR STANDARDS AND SAFETY

Internet address: <http://labor.state.ak.us/lss/home.htm>

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS

Internet address: <http://www.dir.ca.gov/>

COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT

Internet address: <http://www.coworkforce.com/>

CONNECTICUT DEPARTMENT OF LABOR

Internet address: <http://www.ctdol.state.ct.us/>

FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY

Internet address: <http://www.floridajobs.org>

GEORGIA DEPARTMENT OF LABOR

Internet address: <http://www.dol.state.ga.us/>

HAWAII DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

Internet address: <http://hawaii.gov/labor/>

IDAHO DEPARTMENT OF LABOR

Internet address: <http://labor.idaho.gov>

ILLINOIS DEPARTMENT OF LABOR

Internet address: <http://www.state.il.us/agency/idol/>

INDIANA DEPARTMENT OF LABOR

Internet address: <http://www.in.gov/dol/>

KANSAS DEPARTMENT OF LABOR

Internet address: <http://www.dol.ks.gov/index.html>

KENTUCKY LABOR CABINET

Internet address: <http://www.dol.ks.gov/>

LOUISIANA WORKFORCE COMMISSION

Internet address: <http://www.ldol.state.la.us/>

**STATE LABOR DEPARTMENTS (continued)**

MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION

Internet address: <http://www.dllr.state.md.us/>

MASSACHUSETTS DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Internet address: <http://www.mass.gov/dlwd/>

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

Internet address: <http://www.michigan.gov/lara/>

MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY

Internet address: <http://www.doli.state.mn.us/>

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

Internet address: <http://www.labor.mo.gov/>

NEBRASKA DEPARTMENT OF LABOR

Internet address: <http://www.dol.nebraska.gov/>

NEVADA DEPARTMENT OF EMPLOYMENT, TRAINING, & REHABILITATION

Internet address: <http://detr.state.nv.us/>

NEW HAMPSHIRE DEPARTMENT OF EMPLOYMENT SECURITY

Internet address: <http://www.nhes.state.nh.us/>

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Internet address: <http://lwd.state.nj.us/labor/index.html>

NEW MEXICO DEPARTMENT OF WORKFORCE SOLUTIONS

Internet address: <http://www.dws.state.nm.us/>

NEW YORK DEPARTMENT OF LABOR

Internet address: <http://www.labor.ny.gov/home>

NORTH CAROLINA DEPARTMENT OF LABOR

Internet address: <http://www.nclabor.com>

**STATE LAWS AND GOVERNMENT (continued)**

NORTH DAKOTA DEPARTMENT OF LABOR AND HUMAN RIGHTS

Internet address: <http://www.nd.gov/labor/>

OHIO DEPARTMENT OF COMMERCE

Internet address: <http://www.com.ohio.gov/>

OKLAHOMA DEPARTMENT OF LABOR

Internet address: <http://www.ok.gov./odol/>

OREGON EMPLOYMENT DEPARTMENT

Internet address: <http://www.employment.oregon.gov/>

PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY

Internet address: <http://www.dli.state.pa.us/>

RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

Internet address: <http://www.dlt.ri.gov/>

SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING & REGULATION

Internet address: <http://www.llr.state.sc.us/>

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION

Internet address: <http://dol.sd.gov/>

TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Internet address: <http://www.state.tn.us/labor-wfd/>

TEXAS WORKFORCE COMMISSION

Internet address: <http://www.twc.state.tx.us/>

UTAH LABOR COMMISSION

Internet address: <http://www.laborcommission.utah.gov/>

VERMONT DEPARTMENT OF LABOR

Internet address: <http://www.labor.vermont.gov/>

VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

Internet address: <http://www.doli.virginia.gov/>

**STATE LAWS AND GOVERNMENT (continued)**

WASHINGTON STATE DEPARTMENT OF LABOR AND INDUSTRIES

Internet address: <http://www.lni.wa.gov/>

WEST VIRGINIA DEPARTMENT OF COMMERCE

Internet address: <http://www.wvcommerce.org>

WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT

Internet address: <http://www.dwd.state.wi.us/>

WYOMING DEPARTMENT OF WORKFORCE SERVICES

Internet address: <http://doe.wyo.gov/>