



## **EMPLOYEE POLICY MANUAL**

### **SAMPLE INDEX**

Absence-Leave with Pay  
Absence-Leave without Pay  
Accidental Disability  
Accidents  
Acknowledgment Form  
Administrative Leave  
Age-Retirement At  
Air Travel  
Alcohol and Drugs  
Americans with Disabilities Act (ADA)  
Annual Sick Leave  
Attendance  
Attendance Bonus  
Attending Meetings  
Automobile Personal  
Background Checks  
Benefits  
Bereavement  
Bonuses  
Breaks-Work and Lunch  
Cancellation of Leave  
Cellular Telephones  
Changes to Employee Records  
Community Relations  
Compensation  
Compensatory (“Comp”) Time  
Condition of Office  
Conduct  
Confidentiality  
Conflict of Interest  
Continuing Education  
Contractual Disclaimer  
Cost of Living Adjustments  
Counseling  
Credit Cards



## **EMPLOYEE POLICY MANUAL**

### **SAMPLE INDEX (continued)**

Dental Benefits  
Disability  
Disability Insurance  
Disaster Recovery Plan  
Disciplinary Process  
Discipline  
Discrimination  
Dismissals  
Dismissal-Causes  
Dispute Resolution  
Dress Code  
Drinking Rule  
Drug and Alcohol Testing  
Drugs  
Duties-Statement Of  
Early Return from Leave  
Educational Assistance  
Educational Leave  
Election Day  
Electronic Data Security  
E-mail  
Emergencies  
Employee Assistance Program  
Employee Conduct Code  
Employee Rating and Counseling  
Employee Recognition Program  
Employee Warning Notice  
Employees-Temporary  
Employees-Part Time  
Employment-at-Will Disclaimer  
Employment Categories  
Employment-Outside  
Equal Employment Opportunity Policy



## **EMPLOYEE POLICY MANUAL**

### **SAMPLE INDEX (continued)**

Ethics  
Exempt Employees  
Exit Interviews  
Expenses  
Family and Medical Leave (FMLA)  
Fire  
First Aid  
Fringe Benefits  
Funeral Leave  
Gambling  
Garnishments  
Gifts  
Grievances  
Harassment  
Health and Safety  
Hiring  
Holidays  
Hours of Work  
Illness  
Incentives  
Inclement Weather  
Injuries  
Insubordination  
Insurance Conversion  
Insurance--Dental  
Insurance--Disability  
Insurance--Life  
Insurance--Sickness and Accident  
Internet Usage  
Involuntary Termination  
Job Evaluation  
Job Status Changes  
Jury Duty  
Leave Requests  
Liberal Leave



## **EMPLOYEE POLICY MANUAL**

### **SAMPLE INDEX (continued)**

Marriage Leave  
Maternity Benefits  
Medical Benefits  
Medical Examinations  
Merit Increases  
Military Leave  
Moonlighting  
Moving Policy  
Music at Work  
Nepotism  
Netiquette  
Non-discrimination  
Non-exempt Employees  
Offenses and Penalties  
Office Equipment  
“Open Door” Policy  
Organization Memberships  
Orientation  
Outside Employment  
Overtime  
Parking  
Pay-Advance  
Payment on Termination  
Pay Periods  
Payroll Deductions  
Pensions  
Performance Appraisal Forms  
Performance Review  
Personal Business  
Personal Conduct  
Personal Telephone Calls  
Personnel Files  
Physical Examinations  
Political Activity  
Posting Job Openings  
Probation  
Profanity

## **EMPLOYEE POLICY MANUAL**



## **SAMPLE INDEX (continued)**

Promotions  
Proprietary Information  
Public Office  
Punctuality  
References  
Religious Holidays  
Relocation Expenses  
Resignation-Notice of  
Reporting Absences  
Resignation  
Retaliation  
Retirement Age  
Retirement Benefits  
Safety  
Salaries  
Salary Increases  
Sexual Harassment  
Sick Leave  
Smoking  
Solicitations  
Statement of Duties  
Suggestions  
Tardiness  
Telecommuting  
Telephone Usage and Etiquette  
Termination of Employment  
Time Keeping  
Training  
Travel  
Travel Insurance  
Tuition Reimbursement  
Unemployment Compensation  
Unsatisfactory Performance  
Vacation  
Vacation Accrual Paid  
Violence  
Voluntary Termination  
Voting



## **EMPLOYEE POLICY MANUAL**

### **SAMPLE INDEX (continued)**

Waivers/Releases  
Warning Notice  
Weapons  
Weather  
Whistleblower Policy  
Work During Leave  
Work Hours  
Worker's Compensation

For a free 30-minute consultation on creating or updating  
an employee policy manual, [click here](#).