Personnel Policies

The following is a sample list of policies which may be most applicable to full-time or year round positions. The policies highlighted apply most directly to seasonal employees. Consider the following list to get an impression of some of the major policies in an organization. This list is by no means definitive for every organization. The policies developed by any one organization depend on the nature and needs of the organization.

**Work Schedule**
Workday hours
Holidays
Vacation
Time off
Sick time
Personal leave
Leave of absence
Severe weather
Jury duty

**Hiring Procedures**
Americans With Disabilities Act
Interviewing job candidates
Checking references
Offering employment

**New Employee and Internal Orientation**
New employee orientation -- general information
Agency-wide new employee orientation
Intern orientation

**Compensation**
Paydays
Overtime and compensation time
Classifying employees as exempt or nonexempt
Salary ranges
Positioning pay within a salary range
Maintaining competitive salary information
Reclassifying positions
Salary review policy
Promotional increases
Withholding salary increase due to performance
Withholding salary increase due to leave of absence

**At a minimum, most employers develop policies on:**
- at-will employment;
- pay procedures;
- benefits (including any paid vacation, sick leave, holidays, and other forms of leave);
- meal and rest breaks;
- personal conduct (work rules);
- attendance and punctuality;
- sexual and other forms of harassment;
- equal employment opportunity;
- disciplinary procedures; and
- termination.

In addition, many employers include policies on:
- performance appraisals;
- smoking;
- safety procedures;
- appropriate dress and appearance;
- use of communications systems (including telephones, computers, e-mail, Internet access); and
- drug and alcohol use.
### Payroll Information & Timekeeping Procedures
- Payroll information -- general
- Payroll information -- direct deposit procedures
- Payroll information -- required and voluntary payroll deductions
- Timekeeping -- general discussion of non-exempt and exempt employee classifications
- Supervisor's signature

### Benefits
- Eligibility and general information
- Types of available benefits
- Medical insurance
- Dental insurance
- Disability insurance
- Supervisory communication
- Life insurance
- Confidentiality note
- Retirement plan
- Social security
- Employee advisory resource

### Workers' Compensation Information and Procedures
- When there is an injury or accident on the job
- What is covered under Workers' Compensation
- Type of injury covered by Workers' Compensation Insurance
- Medical expenses resulting from a work-related injury
- Resources available

### Performance Assessment Procedures
- Performance assessment cycle
- Performance assessment process
- Dealing with performance issues
- Discipline: when the positive approach does not work
- Separation from employment

### Supplementary Information
- Discrimination or sexual harassment complaints
- Complaints regarding programs or staff
- Communications by the supervisor regarding personnel issues
- COBRA (Consolidated Budget Reconciliation Act)
- Leave-taking procedures

### Data Practices
- Policy
- Procedures
- Definitions
- Security of Records
- External releases
- Internal releases
- Use of data
- Legal procedures
- Destruction of records
- Staff access

### Financial Management
- Budget management
- Capital expenditures
- Supervisor's responsibilities in maintaining the budget
- Operating management
- Financial reporting