

EMPLOYEE POLICIES AND PROCEDURES WEBINAR AND MANUAL

Presented as a fast paced yet informative one hour WEBINAR

THE FEE IS \$65 PER REGISTRANT

Registrants will receive a copy of the Employee Policies and Procedures Manual that is used during the webinar.

This important webinar and manual covers:

Standard Employment Practices

- At-Will Employment
- Equal Opportunity Employment
- Sexual & Other Unlawful Harassment
- Immigration Law Compliance
- Criminal Convictions
- Evaluation Period
- Standards of Conduct
- Personnel File

General Policies and Procedures

- Orientation
- Reporting Changes
- Job Classifications
- Pay Periods
- Hours of Work
- Breaks
- Time Keeping
- Overtime
- Salary Increases
- Payroll
- Performance Reviews
- Bonus Structure
- Expense Reimbursement
- Attendance & Punctuality
- Availability for Work
- Mandatory Meetings

- Telecommuting
- Job Sharing
- Holidays
- Vacations
- Drugs & Alcohol
- Violence & Weapons
- Smoking
- Food & Beverage
- Recycling
- Visitors
- Workplace Attire
- Telephone Use
- Voice Mail & Electronic Mail
- Use of Company Vehicles
- Use of Company Property
- Postage, Shipping & Office Supplies
- Personal Safety
- Office Security
- Monitoring & Searches
- Inventions and Creative Works
- Confidential Information
- Conflicts of Interest
- Non-Solicitation
- Competing Employment
- Employment of Relatives

Leave Policies

- General Policies
- Sick Leave
- Short Term Disability Leave
- Family & Medical Leave
- Personal Leave of Absence
- Jury Duty
- Military Duty
- Funeral Leave
- Emergency Closings & Severe Weather

Employee Benefits

- Benefits Eligibility
- Medical Insurance
- 401K
- Stock Options
- Employee Discounts
- Tuition Reimbursement

- Worker's Compensation
- COBRA

Disciplinary Policies

- Problem Resolutions
- Discipline
- Corrective Action

Separation Policies

- Job Abandonment
- Termination
- Termination Process
- Employment References

To register: go to www.criuniversity.com click on Register or call (800)328-1940 ext 115.

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