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## **Employee Policies and Procedures Webinar and Manual**

*Presented as a fast paced yet informative one hour WEBINAR*

*\$65 PER ATTENDEE- QUALIFIES FOR 1 HOUR HRCI CREDIT*

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

### **This webinar covers:**

**Standard Employment Practices:** At-Will Employment, Equal Opportunity Employment, Harassment, Immigration Law Compliance, Criminal Convictions, Evaluation Period, Standards of Conduct, Personnel File

**Disciplinary Policies:** Problem Resolutions, Discipline, Corrective Action

**Separation Policies:** Job Abandonment, Termination, Termination Process, Employment References

**Employee Benefits:** Benefits Eligibility, Medical Insurance, 401K, Stock Options, Employee Discounts, Tuition Reimbursement, Worker's Compensation, COBRA

**Leave Policies:** General Policies, Sick Leave, Paid Time Off (PTO), Short Term Disability Leave, Family & Medical Leave, Personal Leave of Absence, Jury Duty, Military Duty, Funeral Leave, Emergency Closings & Severe Weather

**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

**VEVRAA**

**Section 503 (individuals with disabilities)**

**Lily Ledbetter Act**

**To register for this webinar, please visit [www.criuniversity.com](http://www.criuniversity.com) or call Nicole Simon at (800) 328-1940 ext 102.**