

50 Employment Policies

General Employment

- Equal employment opportunity
- Accommodations for disabilities
- Internal employee application process/promotions
- Nepotism
- Rehiring
- Personnel file access
- Fraternalization (office romance)

Days and Hours Worked

- Exempt and non-exempt definitions
- Working hours and schedule
- Overtime
- Attendance (absenteeism and tardiness)
- Severe weather and emergencies
- Breaks and lunch periods
- Telecommuting

Time Off

- Paid time off (PTO)
- Paid holidays
- Vacation
- Sick leave
- Family and medical leave (FMLA)
- Parental leave
- Bereavement leave
- Jury duty
- Military leave

Professionalism

- Cell phone use
- Dress code
- Smoking
- Alcohol and drug use
- Workplace visitors
- Selling and soliciting at work

Privacy and Security

- Company tools, equipment, and supplies
- Key/entry badge
- Computer and internet use
- Communications
- Equipment monitoring
- Social media
- Noncompete clause
- Non-solicitation
- Non-disclosure/confidentiality
- Conflict of interest
- Gifts
- Moonlighting
- Bullying and harassment
- Violence
- Weapons

Human Resources

- Recruitment and hiring
- Training and development
- Compensation and benefits
- Performance appraisal
- Discipline
- Termination

Which policies should your company have?
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