Employee Manual Table of Contents

Definitions and Policies
Employee Manual
Initial Employment
Employment at Will
Policy of Non-Discrimination
Compensation
Payroll
Taxes and Employment Paperwork
Benefits
Vacation
Retirement Benefits
Worker's Compensation
Holidays
Unemployment Benefits
Termination of Employment
Voluntary Termination
Involuntary Termination
Reasons for Immediate Discharge
Employee Responsibilities
Attendance
Medical Documentation for Prolonged Absence
Children in the Workplace
Personal Phone Calls and Business

Professional Atmosphere

Dress Code

Employee Acknowledgement