

This form helps Employers reduce costs and risks in providing benefits to employees. This is the form you need if you are an Employer and you want to establish standard policies for equal treatment of your employees.

Form Outline
Employment Policy Manual

Section 1 - Statement of General Polices

- 1.1 - Employment at Will
- 1.2 - Equal Employment Opportunity
 - 1.2 (a) - Sexual Harassment
 - 1.2 (a) (1) - Discipline
 - 1.2 (a) (2) - Complaint Procedure and Investigation
 - 1.2 (b) - Religion
 - 1.2 (c) - National Origin
 - 1.2 (d) - Vietnam-Era Veteran, Disabled Veterans
 - 1.2 (e) - Handicap

Section 2 - Statement of General Polices

- 2.1 - Categories of Employment
- 2.2 - Classification of Positions as Exempt or Nonexempt

Section 3 - Statement of General Polices

- 3.1 - Recruitment
 - 3.1 (a) - Relatives
 - 3.1 (b) - Former Employees
 - 3.1 (c) - Minors
- 3.2 - Hiring Procedures
 - 3.2 (a) - Resumes
 - 3.2 (b) - Application
 - 3.2 (c) - Verification of Employment Eligibility
 - 3.2 (d) - Minors
 - 3.2 (e) - Terms of Employment
- 3.3 - Promotions
- 3.4 - Orientation and Training

Section 4 - Performance Appraisal

- No Independent Sections listed -

Section 5 - Personnel Information

- 5.1 - Information Kept by [Abbreviated Name of Employer]
- 5.2 - Release of Employee Information Within [Abbreviated Name of Employer]
- 5.3 - Release of Information Outside [Abbreviated Name of

**Need Help?
Have Questions?**
Call
904-285-2521 x25
for **FREE**
help with your form
selection.

Contract Review
If you make
changes to your
contract and would
like to have it
reviewed by a
Technology Lawyer,
you can request a
review for a
Fixed Price.
See WebSite
for Details

Employer]

Section 6 - Compensation Policies

- 6.1 - Hours of Work
- 6.2 - Compensation
- 6.3 - Accounting for Hours of Work
- 6.4 - Salary Increases
- 6.5 - Payroll
- 6.6 - Deductions from Paycheck
- 6.7 - Pay Period
- 6.8 - Time Clock

Section 7 - Benefits

- 7.1 - Notification of Absence
- 7.2 - Worker's Compensation
- 7.3 - Employee Purchases

Section 8 - General Work and Guidelines

- 8.1 - Smoking Policy
- 8.2 - Use of [Abbreviated Name of Employer] Equipment and Materials
- 8.3 - Use of [Abbreviated Name of Employer] Telephones
- 8.4 - Personal Appearance of Employees
- 8.5 - Employee Relationships with Clients and Customers
- 8.6 - Absenteeism or Tardiness
- 8.7 - Open Door Policy
- 8.8 - Suggestions
- 8.9 - Personal Property
- 8.10 - Discounting and Bartering Merchandise
- 8.11 - Non-compete
- 8.12 - Security/Loss Prevention
- 8.13 - Visitors
- 8.14 - Operations Manual
- 8.15 - Miscellaneous Work Guidelines
- 8.15 (a) - No Personal Telephone Calls
- 8.15 (b) - Sampling
- 8.15 (c) - Eating and Chewing Gum
- 8.15 (d) - Time in the Kitchen
- 8.15 (e) - Cleaning Kitchen Cookware
- 8.15 (f) - Forks and Knives
- 8.15 (g) - Slow Period

Section 9 - Conflict of Interest

- 9.1 - Competitors

9.2 - Monetary Gain

9.3 - Non-monetary Gain

9.4 - Substantial Financial Interest in Competitors

9.5 - Solicitation

Section 10 - Proprietary Information

- No Independent Sections listed -

Section 11 - Drug Fee Workplace

11.1 - Use of Medication Under the Discretion of a Physician

11.2 - Drug Dependency

Section 12 - Drug Fee Workplace

12.1 - Disciplinary Procedures

12.2 - Termination

12.2 (a) - Notice

12.2 (b) - Accrued Leave

12.2 (c) - Medical Insurance

12.2 (d) - Final Pay

12.2 (e) - [Abbreviated Name of Employer] Property

12.2 (f) - Reference Checks

Section 13 - Grievance Procedures

- No Independent Sections listed -

- Exhibit A: Non-discrimination Notice

- Exhibit B: Employment Application

- Exhibit C: Employment Agreement/Non-Exempt Employee

- Exhibit D: Employment Agreement/Exempt Employee (Managers)

- Exhibit E: Introductory Letter for Distribution of the Manual

Remember: You are entitled to a FREE Consultation with a Technology Lawyer with each form purchased.

Top 10 Reasons Why You Should Use Our Contracts:

- Increase Sales -** Our contract templates for Sellers of Technology Services and Products structure the Seller/Buyer relationship to maximize revenue and increase sales for the Seller.
- Control Costs -** Our contract templates for Buyers of Technology Services and Products structure the Buyer/Seller relationship to give the Buyer control over the Seller budget and overall performance costs.
- Reduce Liability -** Our contract templates put cost control in your hands and include terms which will help you reduce liability and risk.
- Attention to Details -** Our contract templates are complete drafts that can be tailored to your needs. We offer free instructions, checklists and video walk-throughs highlighting key issues.
- Legal Experience -** We are a technology law firm that focuses on representing clients in e-Business. We have more than fifteen years of experience in technology law and serve as public advocates for technology policy issues.
- Draughon Lawyers -** Should you ever have a legal form or contract challenged, who better to represent you than the author of the contract? We provide free negotiating advice to help you accomplish your goals. We know our forms inside and out. What happens if you purchase a form elsewhere? You're on your own!
- Free Consultation -** Each form purchased includes a Free Consultation with a technology lawyer at Draughon Professional Association. [Click here to learn more.](#)
- No "Legalese" -** Our forms use short, compact sentence structures and definitions. Sections are topical and modular, typically requiring no more than 2-3 sentences each. This structure supports an understanding of the overall agreement as well as the meaning of each section. Agreements which are easy to understand and use are more easily drafted, negotiated and enforced.
- Advocacy -** Most of our contract templates are drafted to advocate the position of one side of the transaction. You pick the side of the transaction applicable to you!
- Contract Review -** If you make changes to your draft, you can have the revised agreement reviewed by a Draughon lawyer on a fixed price basis.