



## **CCA Human Resource Toolkit:** A Guide to Leadership in the Construction Industry

### **List of Forms and Templates Available for Download with the Purchase of the Hardcopy Toolkit**

#### **Finance and Administration**

- Direct Deposit Form
- Drivers Log Sheet
- Employee Equipment Loan Form
- Equipment Damage/Loss/Theft Report Form
- Letter to Retiree
- Monthly Employee Spreadsheet
- Overtime Authorization Form
- Payroll Procedures for New Hires
- Vacation Tracking Form – 12 Month Cycle
- Weekly Jobsite Detailed Time Sheet
- Employee Weekly Job Time Sheet
- Work Order Form
- Toolbox Meeting Agenda
- Toolbox Meeting Minutes

#### **Health and Safety**

- Emergency Contact and Medical Information
- Employee's Driver Abstract Approval Form
- Emergency Plan Guidelines
- Guidelines for Preparing an Emergency Plan

- Muster Point Sample
- Emergency Procedures Checklist
- Evacuation Procedure
- Secure the Facility Procedure
- Tragic Events Procedure
- New Employee Orientation – Safety Checklist/Supervisor Section
- Notice to Staff – WHMIS Training Requirement

#### **Conduct and Discipline**

- Employee Annual Review
- Progressive Discipline Policy
- Progressive Discipline Levels
- Notice of Layoff Template
- Verbal Warning – Corrective Action Required
- Employee Departure Notification
- Termination Checklist
- Termination for Cause – Gross Misconduct
- Termination for Cause – Inappropriate Conduct
- Termination for Cause – Poor Performance
- Full and Final Release
- Critical Performance Objectives Table



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## **Employment**

- Performance Evaluation Check List
- Employment Record
- Sample Reference Check
- Employment Application
- Exit Interview Form
- Extending and Offer
- Inappropriate Interview Questions
- Interview Questions
- Interview Candidate Rating Template
- Interviewing to Access – Accomplishments
- New Employee Orientation Check List
- New Employee Orientation Program List
- Phone Interview Template
- Offer of Employment Letter
- Sample Basic Phone Screen
- Employment Contract

## **Strategic Planning**

- Human Resources Business Planning Template
- Workforce Planning

## **Potential Employee Database**

- Potential Employee Database

To purchase the CCA Human Resource Toolkit and to gain access to the downloadable forms, please contact your local document outlet ([cca-acc.com/en/industry-practices/where-to-buy](http://cca-acc.com/en/industry-practices/where-to-buy)).