Hourly







1. Basic Employment Information

- A. At-will employment policy
- B. Part-time vs. full-time employees
- C. Exempt vs. non-exempt employees
- D. Independent contractors vs. employees

2. Employment Policies

- A. Attendance
- B. Safety and health procedures
- C. Drug-free workplace statement
- D. Confidentiality and data protection
- E. Anti-harassment and nondiscrimination

3. Workplace Code of Conduct

- A. Code of conduct.
- B. Dress code
- C. Personal device policy
- D. Social media guidelines
- E. Conflicts of interest

4. Compensation Structure

- A. Pavday schedule
- B. Timeloeeping
- C. Overtime hours and rates
- D. Payment methods
- E. Performance management process

5. Employee Benefits

- A. Employer-sponsored health insurance plans
- B. Dental or vision insurance
- C. Workers' compensation insurance
- D. Disability insurance
- E. Group life insurance
- F. Flexible work or work-from-home policy
- G. Expense reimbursements
- H. Gym memberships or wellness programs
- I. Company-issued equipment and devices (such as a car, laptop, or cellphone)

6. Work Schedules, Holidays, and Time Off

- A. Work schedule
- B. Company holidays
- C. Sick leave
- D. Jury duty feave
- E. Military leave
- F. Personal leave/leave of absence

7. Job Termination or Resignation

- A. Resignation/termination
- B. Return of company property
- C. References and verification of employment
- D. Exit interviews

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