



Office Policy Manual 2010

Create An Employee Handbook You Can Trust

High Quality, Fully Customizable Manuals

You can create an employee handbook in less than a day with the comprehensive set of tools found in Office Policy Manual that balance employee needs with the employer's rights & expectations.

Built-In PDF Creator

Publish your complete employee manual as a PDF. Then distribute it through email or on a website. Best yet, the PDF creation tool can be used to save any Microsoft Office document (Word, Excel, PowerPoint, Publisher) as a PDF.

75 Pre-written Job Descriptions

These pre-written job descriptions cover a broad variety of benefits and are a time-saving resource for human resources specialists or managers short on time.

A Complete Set of Human Resources Forms (\$49.95 value)

Includes employee policies, guides, checklists, announcements, performance reviews, vacation requests and much more. These 50 forms are Microsoft Word-compatible and can be adapted to fit your needs.

A Library of Printable Federal Labor Regulation Posters

Did you know the federal government requires the display of a number of labor posters at the workplace? Office Policy Manual provides these posters (includes new Minimum Wage Law and I-9 posters). Delivered in PDF format, the posters are ready to print right away. They come in both color and black & white.

Did you know that over 50% of businesses are sued by former employees, with an average penalty settlement of \$250,000?

Expert Research

The content has been written by a team of experts with over 10 years of experience in fields such as human resources, law, finance, accounting, information technology, and even psychology.

Create a Polished Employee Manual In Less Than A Day

Take the stress and worry out of document creation. All templates feature a title page, headers and footers, table of contents and a polished layout.

Microsoft Excel and PowerPoint templates

Includes useful planners and calendars for Excel and PowerPoint presentation slides. Consider these bonus templates for your personnel and other business needs.

“ I knew it was important to have an HR resource, but thought it would take forever. I almost couldn't believe what I had accomplished with Office Policy Manual, but now I have a complete employee handbook. It really works. ”

Merry Schiff
NEBA



50 Mount Vernon Street, Cambridge, MA 02140 US 1-800-568-2252, 1-617-945-5385
Find us at www.templatezone.com

New state-specific policies & procedures included in Office Policy Manual ensure your employee handbook reflects your state’s unique human resource laws. See what’s covered in your state.

	Meals & Rest Breaks	Family & Medical Leave	Military Leave	Time Off to Vote	Final Paycheck	Access to Records
Alabama			✓	✓		✓
Alaska			✓	✓	✓	✓
Arizona			✓	✓	✓	✓
Arkansas			✓	✓	✓	✓
California		✓	✓	✓	✓	✓
Colorado			✓	✓	✓	✓
Connecticut		✓	✓		✓	✓
Delaware	✓				✓	✓
Florida			✓			✓
Georgia	✓		✓	✓		✓
Hawaii		✓	✓	✓	✓	✓
Idaho			✓	✓	✓	✓
Illinois	✓	✓	✓	✓	✓	✓
Indiana			✓	✓	✓	✓
Iowa		✓	✓	✓	✓	✓
Kansas			✓	✓	✓	✓
Kentucky	✓	✓	✓	✓	✓	✓
Louisiana		✓	✓	✓	✓	✓
Maine	✓	✓		✓	✓	✓
Maryland		✓	✓	✓	✓	✓
Massachusetts	✓	✓	✓	✓	✓	✓
Michigan			✓	✓	✓	✓
Minnesota	✓	✓		✓	✓	✓
Mississippi			✓			✓
Missouri				✓	✓	✓
Montana		✓	✓		✓	✓
Nebraska		✓	✓	✓	✓	✓
Nevada	✓	✓		✓	✓	✓
New Hampshire	✓	✓	✓		✓	✓
New Jersey			✓		✓	✓
New Mexico		✓	✓	✓	✓	✓
New York	✓	✓	✓	✓	✓	✓
North Carolina		✓	✓		✓	✓
North Dakota	✓	✓			✓	✓
Ohio		✓	✓	✓	✓	✓
Oklahoma		✓	✓	✓	✓	✓
Oregon	✓	✓	✓		✓	✓
Pennsylvania		✓	✓		✓	✓
Rhode Island	✓	✓	✓		✓	✓
South Carolina		✓	✓		✓	✓
South Dakota		✓	✓	✓	✓	✓
Tennessee	✓	✓	✓	✓	✓	✓
Texas		✓	✓	✓	✓	✓
Utah		✓	✓	✓	✓	✓
Vermont	✓	✓	✓	✓	✓	✓
Virginia		✓	✓	✓	✓	✓
Washington	✓	✓	✓	✓	✓	✓
West Virginia	✓	✓	✓	✓	✓	✓
Wisconsin		✓	✓	✓	✓	✓
Wyoming		✓	✓	✓	✓	✓

Be confident that your employees are educated with state-specific workplace posters that communicate employee rights and responsibilities. Print-ready PDFs make it fast & simple to print.

Alaska

Child Labor Law Summary
Safety Right to Know
Alaska Minimum Wage
Emergency Info
Unemployment Insurance

Arizona

Minimum Wage Act (Spanish)
Minimum Wage Act (English)

Arkansas

Minimum Wage
Required Postings

California

CFRA Leave
Emergency Phone Numbers
Injuries Caused By Work
Minimum Wage
Minimum Wage (Spanish)
Notice to Employees
OSHA
Payday Notice
Pregnancy Disability Leave
Safety and Health Protection
Unemployment Insurance
Whistleblowers Notice

Colorado

Anti Discrimination
Minimum Wage
Unemployment Insurance

Connecticut

Administrative Regulations
Administrative Regulations (Spanish)
Required Posting

Delaware

Wages and Breaks

Georgia

Unemployment Insurance
(English and Spanish)
Final Pay (English and Spanish)

Hawaii

Disability Compensation
Discrimination
Dislocated Workers
Military Leave
Occupational Safety
Unemployment Insurance
Wage and Hours
Whistleblower

Illinois

Unemployment Benefits

Iowa

EEO (English and Spanish)
Minimum Wage (English and Spanish)
Unemployment Insurance
(English and Spanish)

Kansas

Child Labor
Unemployment Insurance
Workers Compensation

Kentucky

Child Labor Laws (English and Spanish)
Sex Discrimination (English and Spanish)
Wage and Hour Laws

Louisiana

Age Discrimination
Equal Opportunity
Fraud
Genetic Discrimination
Minor Labor Law
Motor Vehicles

National Guard
Sickle Cell
(Louisiana, cont'd)
Timely Payment of Wages
Workers Comp

Maine

Child Labor
Domestic Violence
Equal Pay
Sex Discrimination
Whistleblower Protection
Workers Compensation

Massachusetts

Industrial Accidents
Right to Know
Unemployment Insurance
Unemployment Insurance Fraud

Minnesota

Age Discrimination
Safety and Health Protection
Unemployment
Workers Compensation

Missouri

Discrimination
Minimum Wage
Unemployment Benefits
Workers Compensation
(English & Spanish)

Montana

Return to Work

Nebraska

Minimum Wage (English and Spanish)

Nevada

Required Posters
Safety and Health

New Hampshire

Independent Contractor
Minimum Wage
Payment of Wages
Toxic Substances
Whistleblowers

New Jersey

Child Labor
Minimum Wage
Payment of Wages
Whistleblower
Unemployment Insurance

New Mexico

Discrimination
Health and Safety
Minimum Wage
Workers Compensation

New York

Discrimination
Job Safety
Minimum Wage

North Carolina

Safety and Health (English and Spanish)
Workers Compensation
(English and Spanish)

North Dakota

Minimum Wage
Unemployment Insurance
Workers Safety Insurance

Oklahoma

Workplace safety

Oregon

Healthful Workplace (English and Spanish)
Leave Laws (English and Spanish)
Minimum Wage (English and Spanish)

Smoke Free Workplace

Pennsylvania

Child Labor Law
Equal Pay
(Pennsylvania, cont'd)
Human Relations
Minimum Wage
Public Accommodations
Right to Know
Unemployment Compensation

Rhode Island

Discrimination
Information to Post
(English and Portuguese)
Leave Act
Minimum Wage
No Smoking (English and Spanish)
Prevailing Wage
Sexual Harassment
TDI

South Carolina

Employment Discrimination
Payment of Wages
Safety and Health
Unemployment Insurance
Workers Compensation

Tennessee

Child Labor
Healthy Workplace
Unemployment Insurance
Workers Compensation

Texas

EEO
Injured Employee
Pay Day (English and Spanish)

Utah

Job and Safety
Unemployment Insurance
Workers Compensation

Vermont

Child Labor
Family Leave
Hospital Whistleblower
Minimum Wage
Reinstatement Liability
Safety and Health
Sexual Harassment
Unemployment Insurance
Workers Comp

Virginia

Safety and health
Unemployment Insurance
Workers Compensation

Washington

Job Safety
Minimum Wage

West Virginia

Drug Free Workplace
No Smoking
Posting Requirements
Veteran Reemployment Rights
Whistleblower
Workplace Safety
Workplace Security

Wisconsin

State Collection

Wyoming

Safety

140+ up-to-date policies & procedures pre-written by a team of experts with hands-on experience in human resources, law, law, finance, accounting, information technology, and even psychology.

Employment Policies

Recruitment
Announcement of New Positions
Employee Selection Process
Reference Checks
Immigration Law Compliance
Equal Opportunity
New Hire
Rehire
Relatives

Internship Policy
Return to Work after Serious Injury or Illness
Employee Orientation
Confidentiality of Company Information
Conflict of Interest
Medical Evaluations and Interviews
Disability Accommodation
Life Threatening Diseases in Workplace
Outside Employment

Grievance Procedure
Gratuities to Government Employees or Officials
Gratuities to Customer or Supplier Representation
Inventions and Patents

Employment Status & Records

Anniversary Date and Reinstatement
Reinstatement
Employment Classifications
Access to Personnel Files

Consent to Release Information
Background Checks
Authorization to Provide Information
Performance Review and Salary Merit Increases

Performance Improvement
Job Descriptions
Equal Pay

Employee Benefits

Vacation
Child Care
Holidays
Workers' Compensation Insurance
Sick or Personal Leave
Voting
Jury Duty
Military Service
Bereavement Leave
Relocation of Current or New Employees

Temporary Assignment Allowance
Conferences and Meetings
Professional Memberships
Health Insurance
Health Benefits Continuation (COBRA)
Short-term Disability Insurance
Long-term Disability Insurance
Life Insurance
Employee Assistance Program
Flexible Spending Account
Employee-Incurred Expenses and Reimbursement

Mileage Reimbursement
Travel Reimbursement
Required Management Approval
Educational Assistance
Parking
Kitchen — Break Room
Employee Recognition
Employee Suggestion Program

Workplace Guidelines

Excessive Tardiness/Absenteeism
Record Retention
Disposing of Consumer Information
Employer Security
Employee Safety
Injured On the Job
Emergency Instructions
Employee Privacy
Workplace Search Policy
Workday
Appearance and Courtesy
Smoking
Meal and Rest Periods
Non-Business or Social Visits
Use of Company Vehicles
Use of Rental Car on Company Business

Emergency Closings
Flextime
School Activities Time Off
Telecommuting
Compressed Workweek
Cell Phone Policy
Telephone Use
Medical Leave of Absence
Family Leave, Parental Leave and Pregnant Employees
Family Leave
Pregnant Employees
Leave of Absence and Military Leave
Visitors
Recreational Activities—Sponsorships
Code of Conduct
Substance Abuse

Drug and Alcohol Policy
Drug Testing
Attendance
Dress Code
Business Casual Dress
Sexual Harassment
Workplace Violence
Concealed Weapon Policy
Workplace Emergency Plan
Political Activities
Solicitation
Charitable Contributions

e-Policies

Internet User Policy
User Responsibilities
Access to Information Technology Resources
Abuse of Information Technology Resources
Unauthorized Use and Sanctions
Digital Millennium Copyright Act Management Access to Technology Resources
E-mail Policies

Spyware Policy
Internet Usage Policy
Content Filtering
Internet Access and Administration
Making Company Purchases over the Internet
Virus Protection
Internet Security
Cyber Security
Disaster Recovery Policy
Network Etiquette

Payroll

Salary Administration
Payroll Deductions
Shift Premium
Timekeeping
Payday
Pay Advances
Overtime Compensation
Termination