

What to include in an employee handbook

General Information

- Introduction and Purpose of the Handbook
- Welcome Message From the Company
- Company History
- Company Vision
- Company Mission
- Company Values
- Company Goals
- Company Commitment to Employees
- Code of Conduct
- Non-solicitation Policy
- Confidentiality Agreement
- Non-compete Agreement
- Employee Handbook Disclaimer
- Employee Signoff Signifying Receipt and Acknowledgement that he/she understands and will abide by the contents included

Cultural Information

- Dress Code
- Working Hours and Overtime
- Break and Lunch Periods
- Attendance Expectations and Policy
- Smoke-Free Workplace
- Parking
- Workplace Visitors
- Payroll Information
- Health Insurance
- Employee Assistance Program (EAP)
- Education Assistance
- Expense Reimbursement
- Stock Options
- Employee Discounts
- Holiday Schedule (Paid Holidays)
- Company Social Events
- Pets in the Workplace Policy
- Vacation Time
- Sick Days
- Personal Days
- Work from Home Policy
- Flexible Work Hours Policy
- Use of Company Equipment and Electronics
- Performance Expectations and Evaluation
- Retirement Plans
- Bonuses

Case Specific Information

- Equal Employment Opportunity Policy
- Accommodation For People with Disabilities
- Internal Employee Application Process
- Promotions
- Open Door Policy
- Access to Personnel Records
- Harassment and Discrimination Policy
- Harassment and Discrimination Reporting Procedure
- Harassment Investigation Process
- Health and Safety Policy
- Joint Health and Safety Committee Information
- Office Romances; Fraternization Policy
- Severe Weather and Emergency Closings
- Telecommuting Policy
- Drugs and Alcohol Policy
- Workplace Violence
- Weapons at Work
- Conflicts of Interest
- Accepting and Giving Entertainment of Gifts
- Travel for Business Policy
- Mileage Reimbursement
- Maternity/Paternal Leave Policy
- Bereavement Leave
- Jury Duty
- Family and Medical Leave
- Sick Leave
- Monitoring in the Workplace
- Employee Conduct and Performance
- Disciplinary Process
- Complaint Procedure
- Employment Termination
- Emergency Procedures
- First Aid Kit



New School Business Office Job Description Handbook

Zhe Xu



New School Business Office Job Description Handbook:

Resources in Education ,1997 **The Job Description Handbook for the School Business Office** ,1995 Covers business office data processing food services management Infor Services Purchasing Warehouse Transportation Facilities Buildings and Grounds organizational charts **School Business Office Job Description Handbook** Association of School Business Officials International,1993-01-01 **Classified Catalogue** Carnegie Library of Pittsburgh,1920 2100 Business Books, and Guide to Business Literature Newark Public Library. Business Branch,1920 **Industrial Directory and Shippers' Guide** New York Central Lines,1921 **Iron Age and Hardware, Iron and Industrial Reporter** ,1896 **The Ohio Gazetteer, and Traveler's Guide** Warren Jenkins,1837 **Pettengill's Newspaper Directory and Advertisers' Hand-book** Pettengill, firm, Newspaper Advertising Agents,1877 *Management Information Guide* ,1973 **Illustrated Phonographic World** ,1912 *Guide to the Study and Use of Reference Books* ,1917 The Southern Homeseeker and Investor's Guide ,1915 Relates chiefly to Virginia **The Business Educator** ,1922 *Real Estate Record and Builders' Guide* ,1893 **California State Publications** ,1958 **The Guide to Nature** ,1922 *Educators Guide to Free Films* ,1954 *SDEA Journal* South Dakota Education Association,1929 *The Literary Digest* Edward Jewitt Wheeler,Isaac Kaufman Funk,William Seaver Woods,Arthur Stimson Draper,Wilfred John Funk,1922

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New School Business Office Job Description Handbook Introduction

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