

EMPLOYMENT POLICY MANUAL CHECKLIST

	POLICY	DATE	SIGNATURE
3.1	Hiring Policy		
3.2	Criminal Reference Check		
3.3	Probation Period		
3.4	Orientation Program		
3.5	Student Orientation Program		
3.6	Personnel Files		
3.7	Employment Benefits – Detailed		
3.8	Special Circumstances – Maintenance of Service		
3.9	Performance Evaluation Summary		
3.10	Post-Offer, Pre-Employment Work Related Medicals		
3.11	Notice of Resignation		
3.12	Integrated Accessibility		
3.13	Accessible Customer Service		
3.14	Reasonable Accommodation		
3.15	The Duty to Accommodate		
3.16	Working Alone		
3.17	Attendance Management Policy		
3.18	Return to Work Program		
3.19	Breaks/Lunches		
3.20	Shift Schedule		
3.21	Overtime		
3.22	Unscheduled and Approved Call Outs		
3.23	Standby Pay		
3.24	Maximum Salary Scale by Job Classification		
3.25	General Provisions Non-Union		
3.26	Memberships/Participation Associations		
3.27	Training & Education Assistance		
3.28	Service & Safety Awards		
3.29	Sexual Harassment		

	POLICY	DATE	SIGNATURE
3.30	Workplace Violence Policy		
3.31	Workplace Harassment Policy		
3.32	Code of Conduct Union and Non-Union		
3.33	Rules of Discipline		
3.34	Posttraumatic Stress Disorder		
3.35	Code of Conduct for Building Officials		
3.36	Whistle Blower Policy		
3.37	Safe Driving Policy		
3.38	Internet Use		
3.39	Cell Phone Policy		
3.40	Municipal Vehicle Policy		
3.41	Employee Suggestions		
3.42	Payroll Deductions Policy		
	Other:		
	Employee Name:		
	Employee Signature:		
	Date:		
RETURN FORM TO THE HUMAN RESOURCES MANAGER			