

J. L. Nick & Associates

EMPLOYEE HANDBOOK CONTENT CHECKLIST

Page 1 of 3

INTRODUCTION

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- About This Handbook
- To Our Associates
- What We Believe
- About Your Employment
- Your Introductory Period of Employment
- Your Supervisor
- Why We Are Non-Union
- Importance of Work Quality
- Our Expectations

EMPLOYMENT

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- Definitions of Employee Status:
 - * Regular Full-Time Employees
 - * Temporary Employees
 - * Intern/Summer Employees
- Equal Employment Opportunity
- Non-Harassment Policy
- Employment of Relatives
- Inclement Weather
- Job Openings
- Overtime Policy
- Pay Practices
- Payday
- Call In and Report In Pay
- Payroll Deductions
- Performance Reviews
- Promotions
- Reduction in Work Force
- Resignation

ON THE JOB

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- _____
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- Personnel Matters
- Employee Records
- Work Attire
- Housekeeping

EMPLOYEE HANDBOOK CONTENT CHECKLIST

ON THE JOB (Cont'd.)

- _____ Parking Lots
- _____ Non-Smoking Areas
- _____ Time Cards
- _____ Equipment
- _____ Work Schedule
- _____ Code of Conduct
- _____ Attendance
- _____ Tardiness Program
- _____ Positive Discipline Process
- _____ Drug and Alcohol Policy
- _____ Search and Seizure Process
- _____ E-Mail Policy
- _____ Conflict of Interest and Gifts
- _____ Solicitations and/or Distributions
- _____ Volunteer Firefighters
- _____ Use of Company Vehicles

EMPLOYEE BENEFITS

- _____ Group Insurance
 - _____ Hospitalization/Medical-Surgical
 - _____ Dental
 - _____ Vision
 - _____ Disability Programs
 - _____ Life Insurance
 - _____ Worker's Compensation
 - _____ COBRA
- _____ Leaves of Absence
 - _____ Sick Leave
 - _____ Family and Medical Leave
 - _____ Bereavement Leave
 - _____ Military Leave
 - _____ Personal Leave
- _____ Vacations
- _____ Holidays
- _____ Jury/Witness Duty
- _____ Volunteer Firefighters
- _____ Other Fringe Benefits
 - _____ Credit Union
 - _____ Employee Assistance Program

EMPLOYEE HANDBOOK CONTENT CHECKLIST

EMPLOYEE BENEFITS (Con't.)

- _____ Education Reimbursement Assistance Program
- _____ Unemployment Insurance and Social Security
- _____ Retirement Benefits
- _____ Service Awards
- _____ Incentive Reward for Good Attendance

SAFETY

- _____ Commitment to Safety
- _____ Plant Evacuation Procedures
- _____ Housekeeping
- _____ Drug Testing
- _____ Medical Attention
- _____ Personal Protection Equipment
- _____ Safety Committee
- _____ Safety Rules

COMMUNICATIONS

- _____ Problem Solving Procedure
- _____ Confidential Information
- _____ Company Activities
- _____ Bulletin Boards
- _____ Group Meetings
- _____ Letters to Employees
- _____ Visitors
- _____ Keeping Us Informed

CLOSING REMARKS

RECEIPT OF EMPLOYEE HANDBOOK

J.L. Nick & Associates