

SAMPLE FROM THE HUMAN RESOURCE POLICIES AND PROCEDURES MANUAL INCLUDES AN EXAMPLE PROCEDURE, A LIST OF TOPICS, FORMS AND JOB DESCRIPTIONS



## Human Resources Policies and Procedures Manual

Creating your Human Resources Manual is quicker and easier with easy-to-use pre-written Human Resources Procedures and sample HR Policies. Now you can easily document the fair and equal treatment of your employees as required by Federal laws, while preserving a consistent level of health benefits and safety precautions to maintain a productive work force.

**US\$ 595.00**

### How to Order:

Online:

[www.bizmanualz.com](http://www.bizmanualz.com)

By Phone: 314-384-4183

866-711-5837

Email: [sales@bizmanualz.com](mailto:sales@bizmanualz.com)

### Includes seven (8) modules:

1. Introduction and Table of Contents
2. Guide to preparing a well written manual
3. A Sample Human Resource Manager's Manual covering common requirements and practices
4. **35** Policies and **48** corresponding forms
5. Employee Handbook
6. Job Descriptions Guide
7. **87** Job Descriptions covering every position referenced in the Manual as well as generic job descriptions
8. Complete Index

- Instant download
- Available immediately (no shipping required)

## **35 Prewritten Policies and Procedures**

### **Human Resources Administration**

1. Personnel Records
2. Forms Development
3. Document Control
4. Mail & Express Services
5. Telephone Answering
6. Property & Access Control
7. Separation
8. Workplace Rules & Guidelines
9. Human Resources Reports
10. Dress Code

### **Hiring**

11. Employee Hiring
12. Job Descriptions
13. Employment Applications
14. Interviewing Applicants
15. Background Investigations

### **Compensation**

16. Payroll
17. Paid & Unpaid Leave
18. Insurance Benefits
19. Healthcare Benefits

### **Compensation (Con't)**

20. Employee Retirement Income Security Act (ERISA)
21. Consolidated Budget Reconciliation Act – COBRA

### **Human Resource Development**

22. Development Management
23. Training Reimbursement
24. Computer User & Staff Training Plan
25. Internet & E-mail Acceptable Use
26. Performance Appraisals
27. Employee Discipline

### **HR Compliance**

28. Workplace Safety (OSHA)
29. Americans with Disabilities Act (ADA)
30. Family and Medical Leave Act (FMLA)
31. Drug Free Workplace
32. Health Insurance Portability And Accountability (HIPAA)
33. Harassment & Discrimination
34. Federal Posting Requirements
35. Equal Employment Opportunity

## Human Resources Policies and Procedures Manual:

### *53 Corresponding Forms and Records*

<p><b>Human Resources Administration</b></p> <ol style="list-style-type: none"> <li>1. Personnel Records Access Log</li> <li>2. HR Records Retention Periods</li> <li>3. Form Printing Request</li> <li>4. Request For Document Change (RDC)</li> <li>5. Document Change Control</li> <li>6. Outgoing Mail Register</li> <li>7. Important Message</li> <li>8. Key Issue Policy</li> <li>9. Visitor Log</li> <li>10. Exit Interview Checklist</li> <li>11. Exit References Authorization</li> <li>12. Suggestion Form</li> <li>13. Human Resource Reporting Summary</li> <li>14. HR Hiring Status Report</li> </ol> <p><b>Hiring</b></p> <ol style="list-style-type: none"> <li>15. Personnel Requisition</li> <li>16. Offer Letter</li> <li>17. Personnel Change Notice</li> <li>18. New Employee Hiring Checklist</li> <li>19. Job Description Format</li> <li>20. Employment Application</li> <li>21. Employment Application Supplement</li> <li>22. Employment Interview Questions</li> <li>23. Interview Form</li> <li>24. Employee Investigation Checklist</li> <li>25. Employee Background Authorization</li> <li>26. New References Authorization</li> <li>27. Reference Check Survey</li> </ol>	<p><b>Compensation</b></p> <ol style="list-style-type: none"> <li>28. Bi-Weekly Time Sheet</li> <li>29. Federal Tax Calendar</li> <li>30. Electronic Funds Transfer Authorization</li> <li>31. Absence Request Form</li> <li>32. Benefits Enrollment/Change Form</li> <li>33. Continuation Of Coverage (COBRA Notice/Election Form)</li> </ol> <p><b>Human Resource Development</b></p> <ol style="list-style-type: none"> <li>34. Training Plan</li> <li>35. Request For Training</li> <li>36. Computer And Internet Usage Policy</li> <li>37. Self-Appraisal Form</li> <li>38. Performance Appraisal Form</li> <li>39. Disciplinary Notice</li> </ol> <p><b>HR Compliance</b></p> <ol style="list-style-type: none"> <li>40. Safety Suggestion Sheet</li> <li>41. Worksite Safety Self-Inspection Checklist</li> <li>42. Worksite Safety Action Plan</li> <li>43. Worksite Safety Rules</li> <li>44. Index of Hazardous Chemicals &amp; MSDS</li> <li>45. Safety Orientation Checklist</li> <li>46. Certification Of Healthcare Provider</li> <li>47. Employer Response To Employee Request For FMLA</li> <li>48. HIPAA Authorization Form</li> </ol> <p><b>Employee Handbook</b></p> <ol style="list-style-type: none"> <li>49. Acknowledgement and Receipt and Understanding</li> <li>50. Statement of Legal and Ethical business Conduct</li> <li>51. Drug-Free Workplace Employee Acknowledgement</li> <li>52. Social Media Policy and Acknowledgement</li> <li>53. Job Related Accident</li> </ol>
---	---

## Human Resources Policies and Procedures Manual:

<p><b>HR Job Descriptions:</b> A complete job description is included for each of the 87 positions referenced in the Human Resources Policies and Procedure templates as well as additional common jobs. Each position includes a summary description of the position, essential duties and responsibilities, organizational relationships, a list of the procedures where the position is referenced, specific qualifications, physical demands of the position, and work environment.</p>		
1. Accounting Manager	2. Human Resources Manager	3. Nurse
4. Accounts Payable Clerk	5. Industrial Engineer	6. Office Manager
7. Accounts Receivable Clerk	8. Insurance Agent	9. Packaging Engineer
10. Administrative Assistant	11. Insurance Claims Supervisor	12. Physician Assistant
13. Board Member	14. Internal Audit Team Leader	15. President
16. Broadcast Technician	17. Internal Auditor-Accounting	18. Product Development Assistant
19. Carpenter	20. Internet Marketing Manager	21. Product Manager
22. Carpentry Supervisor	23. Inventory Control Manager	24. Production Manager
25. Cement Mason	26. IT Asset Manager	27. Project Manager
28. Chief Executive Officer (CEO)	29. IT Disaster Recovery Coordinator	30. Purchasing Agent
31. Chief Financial Officer (CFO)	32. Information Technology Manager	33. Purchasing Manager
34. Civil Engineer	35. IT Project Manager	36. Quality Control Manager
37. Computer Programmer	38. IT Security Manager	39. Quality Manager
40. Controller	41. IT Storage Librarian	42. Radio / Television Announcer
43. Credit Manager	44. IT Support Center Manager	45. Receptionist
46. Customer Service Manager	47. Laboratory Technician	48. Respiratory Therapist
49. Director of Quality	50. LAN Administrator	51. Restaurant Manager
52. Director of Sponsorship Marketing	53. Legal Counsel	54. Retail Manager
55. Document Manager	56. Machinist	57. Risk Manager
58. Drafter/ Graphic Illustrator	59. Manufacturing Manager	60. Sales Manager
61. Electrician	62. Marketing Coordinator	63. Sales Order Clerk
64. Engineering Manager	65. Marketing Manager	66. Sales Representative
67. External Auditor ( Independent Auditor)	68. Marketing Researcher	69. Shipping/Receiving Clerk
70. Field Sales Representative	71. Mechanic	72. Sound Technician
73. Financial Manager	74. Mechanical Engineer	75. Stock Clerk
76. Fundraiser	77. Media Specialist	78. Telemarketer
79. Grants Coordinator	80. Medical Assistant	81. Vice President- Finance & Administration
82. Health Services Administrator	83. Medical Records Administrator	84. Vice President- Sales & Marketing
85.	86. Network & Computer Systems Administrator	87. Webmaster