

Module – Human Resources

- Mission and Scope of Care
- Confidentially
- Internal and External Customer Relations
- Pay Classification
- Team Responsibilities
- Employee Rules
- Personnel Records
- New Employee Orientation and Ongoing Training
- Outside Employment
- Progressive Discipline
- Resignation
- Schedule and Attendance
- Employee Health
- Group Insurance
- Seniority and Intermittent
- Compensation
- Substance Abuse
- Discipline
- Termination and Rehire
- Retirement
- Employee Appearance
- Code
- Smoking Guidelines
- Company Travel
- Paid Time Off (PTO) Policy
- Employee Absence Due to Illness
- Leave of Absence
- Family Leave Act
- Sexual Harassment
- Americans with Disabilities Act (ADA)
- Equal Employment Guidelines
- Workers Compensation
- Job Responsibilities and Performance Evaluations

Example