



# Guide to the

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How to Create a Custom and  
Effective Handbook for  
your Employees



# CONTENTS



# INTRODUCTION

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## **3.4 Company Property**





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## 3.5 Social Media Policy



*Be responsible*

### GUIDELINES

*Know and follow the rules*

*Be honest and accurate*



*Post only appropriate and respectful content*

**3.6 Privacy**

*Using social media at work*

*Retaliation is prohibited*

**3.7 Personnel Files**





## SECTION 5

# A

# A



### 5.1 General Attendance

### 5.3 Breaks







## 6.6 Voting Time Off

## 6.7 Military Leave

## 6.4 Holidays



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## 6.5 Jury Duty Time Off

## 6.8 Leave of Absence



# SECTION 7

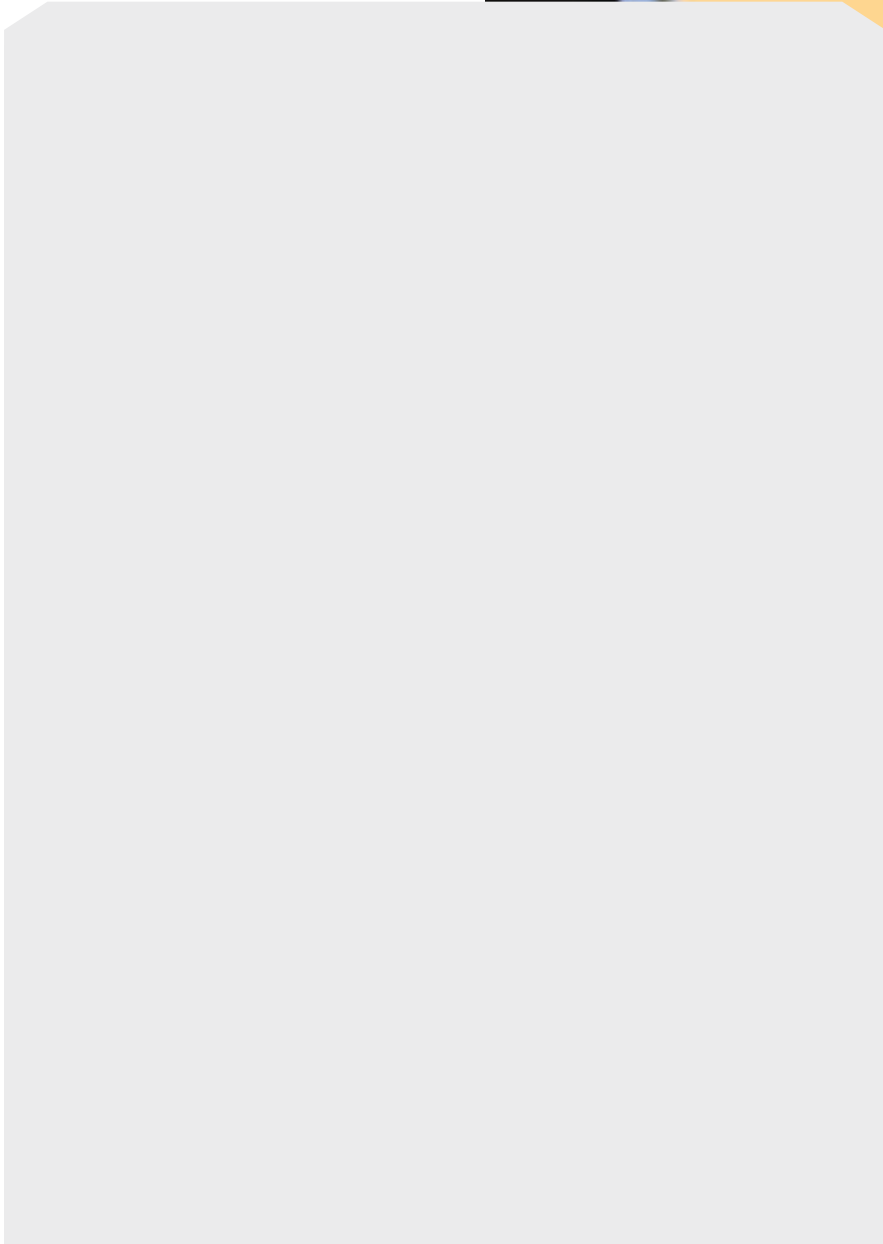


## 7.1 Expectations

## 7.2 Reviews









## 9.1 Workplace Safety



## SECTION 10

# B I

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### 10.1 Health Insurance

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### 10.2 Retirement Plan



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## 10.4 Disability Coverage

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## 10.3 Workers' Compensation



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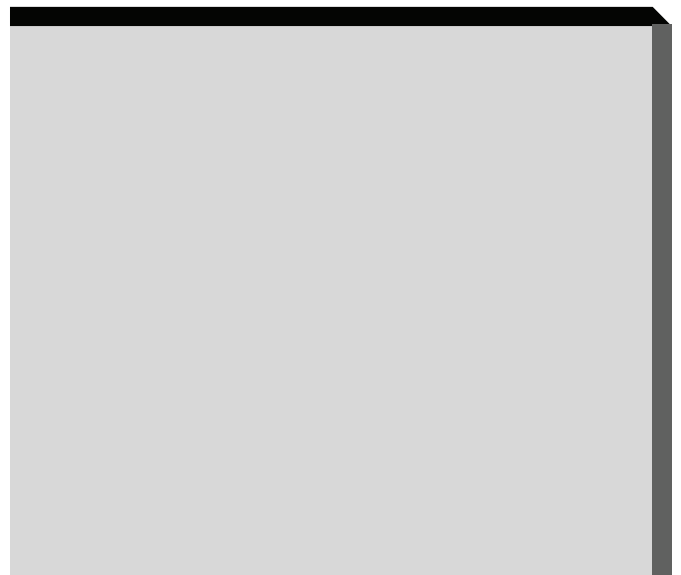
## 11.1 Voluntary Termination

## 11.4 Exit Interview

## 11.2 Final Paycheck



## 11.3 COBRA Continuation of Health Benefits





**Acknowledgement of Receipt for Employee Handbook**

*(Employer Copy - Detach and retain for records)*

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