



P.O. Box 846 • Santa Fe, New Mexico 87504-0846  
Tel. (505) 982-5573 • (800)-432-2036  
Fax (505) 984-1392  
[www.nmml.org](http://www.nmml.org)

## **POLICIES NECESSARY FOR SURVIVAL IN THE LEGAL WORLD**

If you don't have any written personnel policies, you're not alone. Most organizations don't -- until they start to have real-life personnel problems. It is better to act now, before-- problems start. Policies let everyone know where they stand and allow employees to be treated fairly and consistently.

## **PERSONNEL POLICY CHECKLIST**

Here is a quick check list of items that should be included in your personnel policies and handbook.

### **I. POLICIES**

#### **A. Attendance and Time Off**

1. Absenteeism and Tardiness
2. Hours of Work
3. Holidays
4. Vacations
5. Military leave of absence
6. Maternity and Family Leave
7. ADA Policy
8. Education Leave (OPTIONAL)
9. Bereavement Leave
10. Jury Duty
11. Inclement Weather (OPTIONAL)
12. Staff Scheduling

#### **B. Employment**

1. EEO/Affirmative Action Statement
2. Recruitment, Screening, Selection
3. Introduction Period (Probationary Period)
4. Exempt and non-exempt employees

5. Temporary and part-time employees
6. Independent contractors
7. Conflict of interest
8. Employment at will statement

#### C. Compensation

1. Wage and Salary Administration
2. Merit Increases
3. Overtime
4. Pay Periods
5. Comp. Time

#### D. Employee Benefits

1. Insurance
2. Sick Leave (does this include medical appointments?)
3. Personal and Emergency Leave
4. Business Travel Expenses
5. Pension Plan
6. Employee Assistance (professional counseling for employees)  
(OPTIONAL)

#### E. Discipline and Rules

1. Work Rules
2. Disciplinary Procedures
3. Drugs and Alcohol
4. Sexual Harassment
5. Employee access to personnel records
6. Confidentiality of personnel records
7. Grievance Procedures
8. Nepotism
9. Smoking

#### F. Training and Development

1. Performance Appraisal
2. Promotion
3. Employee Educational Assistance
4. Training
5. General Safety Rules

## G. Safety and Health

1. Accident Reports
2. Emergencies
3. Worker's Compensation
4. Training

## H. Termination

1. Notice
2. Resignation
3. Layoff
4. Involuntary Termination
5. Appeal

## II. RECORDS THAT SHOULD BE KEPT

- A. Current Job Descriptions
- B. Current W-4 Forms
- C. Signed 1-9 Forms
- D. Personnel Actions
- E. Letter of Employment
- F. Employment Application
- G. Performance Evaluations
- H. Letter of Rejection

## III. NOTICES

- A. Equal Employment Opportunity
- B. Minimum Wage
- C. Employee Polygraph Protection Act
- D. Occupational Safety and Health
- E. Family and Medical Leave Act of 1993

*Checklist Adapted From Human Resources Consortium*