

# Employee Manual

## ◆ PAY AND SCHEDULING INFORMATION

### TIME CLOCK

You will be paid according to the amount of time indicated by your clock in/out on the Kronos Timekeeper. Therefore, make sure you always "clock-in" (swipe your card) the moment before beginning work, and "clock-out" immediately after completing your work shift. If at any time you forget to do either, inform your Department Supervisor who will enter the correct time into the system.

If you pick up a shift in a department other than your Home Department, speak to the supervisor to assist in recording your hours.

Unexplained clocking irregularities can result in disciplinary actions up to, and including, dismissal. Therefore, never "clock-in" for time that you are not working and never swipe anyone else's card through the timekeeper for any reason. Both the person swiping another person's card into the timekeeper and the card holder may be dismissed. Failure to clock-out immediately upon the conclusion of a work shift also violates ASUCLA time clock procedures and warrants possible dismissal.

### PAY

Paydays occur every other Wednesday. You may pick up your check from the Store Manager's Office or designated Store Office after noon on each payday (whenever the Store Manager's Office is mentioned, refer to your own Store Office). They will remain there for one pay period. If a paycheck is not picked up by then, it will be returned to the Payroll Office in Kerckhoff Hall 219. Please ensure that the address indicated on the check is accurate. If it is not, notify your Department Manager.

Should you fail to receive a check or have problems regarding its amount, contact your Department Manager.

ASUCLA provides the option of "Direct Deposit". Instead of picking up your paycheck at your Store Office, it can be deposited automatically into your bank account. If you wish to choose this option, contact Payroll at ext. 48823.

### ATTENDANCE

Your attendance record is very important. Department policy states that you are directly responsible for all assigned hours, and hours you are having covered. It is imperative that you have any shift covered that you cannot work, and that you call in if you are going to be late for any reason. Because of the strain on the staff that a no-show or lateness causes, there is a very stringent attendance policy.

The following is ASUCLA's Attendance Policy, which applies to all ASUCLA employees. Please note that this Policy is intended to provide supervisors and managers with a guideline in addressing poor attendance. Extenuating attendance circumstances (such as overall poor attendance due to a combination of unnotified absence, excessive absence and excessive tardiness) may result in other actions.

# Employee Policy Manual Template

**Patti Hanson**



## **Employee Policy Manual Template:**

### **Creating and Updating an Employee Policy Manual: Policies for Your Practice** American Dental

Association,2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA

**How to Open & Operate a Financially Successful Specialty Retail & Gourmet Foods Shop** Douglas Brown, Sharon Fullen,2017-01-15 Maybe you love exotic and unusual flavors as well as high quality products and you wish that there was a way for you to make a living selling not just food but food that you love talking about tasting and sharing with others You have the passion but you need information to figure out the nitty gritty details like regulations and financing This book will give you industry specific advice by discussing how to refine your vision how to market your product as a specialty food and more This book will also cover the basics that any retail store owner needs to know You want to make sure that you re not missing anything as you carefully decide if owning a gourmet retail store is right for you and this book will guarantee that you don t Gourmet food products and corresponding gourmet retail stores are here to stay as a part of the U S economy despite economic uncertainty since they are far more affordable luxuries than many other specialty items They have also weathered the change to a more e commerce filled world even though a big part of the appeal of specialty stores is the in person experience Websites can be thoughtfully designed to supplement a brick and mortar store or a completely online enterprise can provide specialty goods to consumers via shipping This new A to Z guide is updated and completely revised to reflect changes in the specialty food industry and the technology that governs retail stores Enjoy stories from real life entrepreneurs and practical insights needed to start operate and manage a highly profitable specialty store It is the perfect book for entrepreneurs schools and technical training centers

### *How to Open a Financially Successful Specialty Retail & Gourmet Foods Shop* Sharon L. Fullen,Douglas Robert

Brown,2004 Book CD ROM This is the A to Z guide to making it in your own store Learn the expert tips tricks and a vast gold mine of crucial how to information you just can t find anywhere else This is a perfect book for entrepreneurs schools colleges and technical training centres This detailed text contains all the information you will ever need to needed to start operate and manage a highly profitable speciality store This is an ideal guide new for comers to the business as well as experienced operators In addition to basic operational practices the book will demonstrate how to increase impulse sales and improve presentation utilise merchandising fixtures and techniques cross merchandising point of purchase materials how to develop a product sampling program

**Fundamentals of Sleep Technology** Teofilo Lee-Chiong, M.D.,2012-06-01 Fundamentals of Sleep Technology provides a thorough understanding of the use of polysomnography and other technologies in the evaluation and management of sleep disorders Coverage includes in depth reviews of the neurophysiology and cardiopulmonary aspects

of sleep along with the pathophysiology of sleep disorders Detailed sections on polysomnography include recording procedures identifying and scoring sleep stages and sleep related events and report generation Chapters discuss therapeutic interventions including positive airway pressure supplemental oxygen surgical and pharmacologic treatments and patient education A section focuses on pediatric sleep disorders and polysomnography Also included are chapters on establishing and managing a sleep center and accrediting a sleep program Fundamentals of Sleep Technology is endorsed by American Association of Sleep Technologists AAST AAST committees oversaw the development of this book defining the table of contents recruiting the Editors and providing most of the contributors

**How to Open a Financially Successful Bakery**  
Sharon L. Fullen, Douglas Robert Brown, 2004 An A to Z guide to creating a highly profitable small bakery business

**Start Your Own Vending Business 3/E** The Staff of Entrepreneur Media, Entrepreneur Press, Ciree Linsenman, 2012-03-02 Turn Small Change Into Big Profits Looking for an opportunity to make big profits while setting your own schedule A vending business could be your ticket to the top Americans feed vending machines more than 46 billion a year for sodas candy coffee and other snacks That s a nice chunk of change you could be pocketing even working out of your own home Get expert advice on how to select products and machines and set up routes Includes checklists work sheets and expert tips to guide you through every phase of the startup process

**Vending Business** , 2012-07-15 Turn Small Change Into Big Profits Looking for an opportunity to make big profits while setting your own schedule A vending business could be your ticket to the top Americans feed vending machines more than 46 billion a year for sodas candy coffee and other snacks That s a nice chunk of change you could be pocketing Starting is easy You can begin part time out of your home As your customer base increases you can hire extra help invest in more machines and expand your service area There s no limit to how large your business can grow Get the inside scoop on how to start up in this lucrative flexible business Expert advice covers How to select the hottest new products for vending machines The best ways to finance your new business The secrets to scouting out territories and establishing routes Where to find supplies at a discount The latest statistics trends and forecasts from industry experts Critical tips to avoid getting scammed New technology and the use of social media Checklists work sheets and expert tips guide you through every phase of the startup process With low startup costs and no experience required a vending business is a perfect choice for your new venture The First Three Years In addition to industry specific information you ll also tap into Entrepreneur s more than 30 years of small business expertise via the 2nd section of the guide Start Your Own Business SYOB offers critical startup essentials and a current comprehensive view of what it takes to survive the crucial first three years giving you exactly what you need to survive and succeed Plus you ll get advice and insight from experts and practicing entrepreneurs all offering common sense approaches and solutions to a wide range of challenges Pin point your target market Uncover creative financing for startup and growth Use online resources to streamline your business plan Learn the secrets of successful marketing Discover digital and social media tools and how to use them Take advantage of

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Web Publishing with Microsoft FrontPage 97 Charles Brannon,1996 With Web Page Publishing with Microsoft FrontPage 2 users learn to master all the components of FrontPage s easy to use program modules From the WYSIWYG environment to wizards that build personal Web pages to drag and drop editing readers discover how to streamline and automate Web site creation and maintain via the Internet and Intranet

**Metro**,2007

*The M&A Transition Guide* Patti Hanson,2002-02-28 Provides a practical 10 step process for managing the human aspectof an M A M A activity is higher than ever with acquisitions becoming animportant part of every company s growth strategy The industriesheavily engaging in this activity are high tech emergingtechnologies and utilities The M A Transition Guide is written for executives managers and HR professionals involved with any transaction that movesemployees from one company to another Poor workforce integrationis a main cause for M A failures and this book helps managersmake the M A transition a more positive one by providing a planof action for the integration that focuses on ten critical steps These steps encompass the entire M A process from due diligenceto employee retention strategies

**Handbook for Early Childhood Administrators** Hilde Reno,Janet Stutzman,Judy Zimmerman,2008 In easy to understand and clear language the author provides the practical guidance needed to successfully operate a child care and education center Engagingly written this handbook invites readers to examine the many duties and responsibilities inherent in managing staff budgets and a quality program that conforms to all legal and regulatory requirements Each chapter carefully addresses one leadership or

management task to provide concise yet comprehensive coverage of every aspect of child care administration Overall the book provides both practicing and future administrators a wealth of helpful support and resources including forms documents recommended readings and websites and reflective prompts to flourish in their positions

**Managing Oral Healthcare Delivery** Catherine L. Ganssle,1995 Focusing exclusively on management this new book describes the oral health care delivery system and the interrelated roles of dental hygienists and dental assistants The unique focus on the management side of dental hygiene provides students with knowledge and skills vital to professional growth Terminology and principles give readers a comprehensive basic foundation Contributing writers introduce realistic examples and experiences as well as the skills needed to address the health care delivery issues

**Disability Management** Dianne E. G. Dyck,2002

**Checklist of South Carolina State Publications** South Carolina State Library,1984

How to Write Your Own Effective Employee Handbook in 1 Hour Or Less ATLANTIC PUBLISHING GROUP,Atlantic Publishing Group Inc. Staff,2013-12-31 No matter the number of employees working at your business employment policies should be distributed in writing to every employee An employee handbook is the most important communication tool between you and your employees A well written handbook sets forth a company s expectations for its employees and describes what they can expect while working for the business An employee handbook should describe the employer s legal obligations and the employees rights The U S Supreme Court has ruled that businesses can protect themselves against damages from employee lawsuits by providing clear written policies covering the rights and responsibilities of their employees Even if you have only one employee a written handbook could keep you out of court Written policies provide the principles and a basis for how businesses can manage their employees The employee handbook can help prevent misunderstanding by listing the company s policies so employees and managers know what is expected of them A handbook will also assist with employment law compliance A written employee handbook gives everyone including management the same set of rules to follow

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UAW-CIO Policy Manual International Union, United Automobile, Aircraft, and Agricultural Implement Workers of America, 1944

*California. Court of Appeal (2nd Appellate District). Records and Briefs* California (State)., Number of Exhibits 10\_x005F\_x000D\_ Received document entitled EXHIBITS TO PETITION FOR WRIT **Proceedings**, 1989

**NACUBO Business Officer** National Association of College and University Business Officers, 1987 **Basics of Formatting and WordPerfect 5.1** Judy R. Smith, Susie H. VanHuss, 1995

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