

HUMAN RESOURCE SOPS (ALL DEPARTMENTS)

OBJECTIVES

Staff will learn important organizational human resource policies

Every organization has its own set of policies, procedures and practices. This presentation is intended to reinforce the company's important human resource or personnel policies. Having a good understanding of these policies will assist you in completing daily tasks as well as reinforce the organization's practices and expectations. These SOPs define what is important to an organization and the scope of permissible employee discretion.

POLICY

Discuss the following company/department policies, procedures and practices:

- *Attendance/tardiness*
- *Conduct at work*
- *Disciplinary & grievance process*
- *Performance Evaluations, if applicable*
- *Sick leave and FMLA*
- *Substance Abuse*
- *Workplace harassment*
- *Other policies the organization deems necessary*

CLOSING

- *Encourage discussion about this presentation and the need to know and understand the organization's human resource policies.*
- *Remind employees that should they have questions concerning human resource policies they should contact their immediate supervisor or human resources.*