

Changes/Differences from Current Policies and Procedures

<u>DESCRIPTION</u>	<u>SECTION #</u>
• Signing of acknowledgment forms for policies	--
• Employees are not to supervise relatives	105
• Supervisors are to notify if dating relationships develop with employees	105
• Possible physicals for some positions	106
• Substantial gifts (over \$10) are not be accepted	108
• Annual signing of conflict of interest form	108
• Job posting and application process plus referral awards	116
• Suggestion Box	118
• Check references of new hires	203
• After termination, only written referrals provided to future new company	203
• If probationary period is to be extended, communicated in writing to employee	205
• After probation, inform employee of new category in writing. Also do for current employees	205
• If employee is refused a job or promotion due to a credit report, they will be given a copy of report	208
• Pay raises may be separate from the annual review	209
• Vacation time is calculated differently	303
• Addition of 3 weeks vacation after 10 years of service	303
• Stricter rules for use of breakroom/Kids' room	304
• Workman's comp is not paid for any recreational activities sponsored by WWA	306
• If employees do not use all of sick days, 75% of remaining days will be paid back at the end of the calendar year	307
• If sick for more than 3 days, employee must bring in a doctor's note	307
• Redefined definition of "immediate family" for bereavement and requested leaves	309
• Addition of paid time off for jury duty and for voting in elections	311, 308
• Employee must sign all time sheets when submitted for payment	401
• Any overtime must now be approved with a signature	401, 507

• All employees to sign form to allow checks to be mailed at request or picked up by family members	403
• Implementation of Exit Interviews	405
• Safety Training needs to be done annually	501
• Clarification of Smoking policy	505
• Clarification of Internet/E-mail policy	516.517, 518
• Clarification of medical/pregnancy/family/military leaves	601, 602, 603, 607
• Drug-Free Policy	702
• Sexual Harassment policy and training	703
• Implementation of dress code	705
• Soliciting of other employees to support social, charitable, school activities	712
• New 4-step disciplinary procedures	716

Forms, Paperwork, New Systems and Training Needed

<u>DESCRIPTION</u>	<u>SECTION #</u>
• Acknowledgment forms for new policies	--
• Develop new and separate location for any medical records	--
• Redo job application form: FDLE area references vs. employment verification/ Release form for new employees in order to get references about them	--
• Create form for mileage reimbursement when personal car is used	??
• Conflict of Interest forms—annual	108
• Create job posting form w/referral fee and create application	116
• Suggestion Box and Suggestion Forms	118
• Create sheet to extend probation and/or inform employee of new/changes status	205
• Form for employee approval to mail checks or have them picked up by family members	403
• Exit interview forms	405
• Outside smoking trash bin	505
• Board posting of 911 and police, fire and ambulance numbers	522
• Create dress code acknowledgment forms	
• Create separate personnel versus managerial files	716
• Discipline/Warning Forms	716

New leasing company to cover?

• Safety training program	501
• Forms for COBRA coverage and Summary Plan Description	313, 316
• Drug testing policy and place to have done	702
• Correct posters	712
• Select and have directions for Dr. for worker's comp and physicals	306,106