



# SALOPEK & ASSOCIATES

STRATEGIC PLANNING · HUMAN RESOURCES · BOARD GOVERNANCE

**we understand your people & your business**

## **HR E-STORE DOCUMENTS**

### **HR Policies: \$99 | Includes 30 minutes of consulting time:**

Workplace Harassment and Violence Prevention Policy

Whistle Blowing Policy

Privacy Policy

Code of Business Conduct Policy

Information Systems, Internet Use and Social Media Policy

Performance Management Policy

Corrective Action Policy

Termination of Employment Policy

Respect in the Workplace Policy

Recruitment and Selection Policy

Probationary Period Policy

Compensation Policy

Business Expenses Policy

Dress Code Policy

Company Cell phone Use Policy

Vehicle Use Policy

Visitor in the Workplace Policy

Drugs and Alcohol in the Workplace Policy

Smoke-Free Workplace Policy

Possession of Weapons Policy

Media Relations Policy

Hours of Work Policy

Working from Home Policy

General Holidays Policy

Earned Days Off Policy

Sick Leave Policy

Leaves of Absence Policy

Health and Safety Policy

### **HR Manuals & Guides:**

HR Policy Manual: \$2,500 | Includes 3 hours of Consulting

Recruitment Process Guide: \$1,500 | Includes 3 hours of Consulting

Disability Management Guide \$1,500 | Includes \$3 hours of Consulting

Termination Letters and Guide: \$499 | Includes 1 hour of Consulting

Performance Management Guide: \$250 | Includes 1 hour of Consulting

Corrective Action Guide: \$250 | Includes 1 hour of Consulting

### **HR Forms/Templates \$45 | Includes 15 minutes of consulting time**

Incident Reporting Form

Company Vehicle Use Agreement

Confidentiality of Company Information Agreement

Employee Expense Report

Employee Grievance Form

Employee Status Change Form

Exit Interview Template

Hourly Wage Increase Letter

Employee File Checklist

Employee Verification Form

Offer of Modified Work Duties Form

Overview Agreement

Personal Vehicle for Company Business Use Agreement

Probationary Period Completion Letter

Resignation Acceptance Letter

Salary Increase Letter

Reference Release for Departing Employee

Release Form

Severance Payment Offer Letter

Termination Checklist

Training Request Form

Vacation Request Form

Absence Request Form

Gratuitous Payment Letter:

**HR Forms/Templates: \$99 | Includes 30 minutes of consulting**

Code of Business Conduct Policy

Sick Leave Policy

Leave of Absence Policy

Staffing Request Form

Recruitment Strategy Template

Job Description Template

Job Posting Template

Job Application Form Template

Telephone Screen Interview Template

Offer of Employment Letter Template

Letter to Unsuccessful Candidates Template

Orientation Checklist

Probationary Performance Review Form

Termination for Just Cause Letter

Termination Without Cause Letter with Gratuitous Payment

Termination within Probationary Period Letter

Termination Without Cause Letter with Severance Payment

Return to Work Plan

Performance Improvement Letter

Independent Contractor Agreement

Employment Agreement Template

Employee Disciplinary Memo

Employee Performance Review Form