

6/11/2018



SPHM
HOSPITALITY

GOLF HUMAN RESOURCES



By: | Agustinus Agus Purwanto, SE MM



Personnel Policies Index

Personnel Policies – 100 Series

P-100.01	Personnel Policies
P-100.02	Employee Supervision
P-100.03	Personnel Administrator Responsibilities
P-100.04	Personnel Records
P-100.05	Confidentiality of Employee Personnel Records
P-100.06	Modification of Policies
P-100.07	Principles of Employee Relations
P-100.08	Staff Notes

Employment Policies – 200 Series

P-200.01	Equal Opportunity
P-200.02	Employment-at-Will
P-200.03	Employment Agreements
P-200.04	Employment Status
P-200.05	Introductory Period
P-200.06	Pre-Hire Screening
P-200.07	Conditional Employment Offers
P-200.08	Legal Status to Work
P-200.09	Hiring
P-200.10	Alcohol and Drug Policy
P-200.11	Employee Confidentiality Agreement
P-200.12	Hiring of Members/Members' Relatives
P-200.13	Rehiring Former Employees
P-200.14	Harassment
P-200.15	Sexual Harassment
P-200.16	Outside Employment
P-200.17	Layoff and Recall
P-200.18	Terminations
P-200.19	Seniority
P-200.20	Youth Employment
P-200.21	Nepotism
P-200.22	Appropriate Hiring Questions
P-200.23	Accommodation of Disabilities
P-200.24	Workplace Relationships
P-200.25	Workplace Violence
P-200.26	Purchase Rebate Programs

Employee Development Policies – 300 Series

P-300.01	Employee Handbook
P-300.02	Standards of Service
P-300.03	Job Descriptions
P-300.04	Employee Orientations
P-300.05	Employee Training
P-300.06	Training Plan
P-300.07	Knowledge & Individual Skills Training
P-300.08	Training On the Go!
P-300.09	Non-Exempt Employee Performance Review
P-300.10	Promotions and Transfers
P-300.11	Exempt Employee Performance Review
P-300.12	Work Plans
P-300.13	Departmental Orientation
P-300.14	Managers Handbook
P-300.15	<i>Leadership on the Line</i>
P-300.16	Internship Programs
P-300.17	Employee Recognition and Service Awards

Pay Policies – 400 Series

P-400.01	Work Schedules
P-400.02	Work Hours/Pay Cycle
P-400.03	Timekeeping
P-400.04	Verification of Hours
P-400.05	Overtime
P-400.06	Exempt Employees
P-400.07	Working Off the Clock
P-400.08	Punching in Early
P-400.09	Exempt Employee Time Documentation
P-400.10	Pay Procedures
P-400.11	Deductions from Paychecks
P-400.12	Severance Pay
P-400.13	Final Paycheck

Benefit Policies – 500 Series

P-500.01	Benefits Eligibility
P-500.02	401k Retirement Plan
P-500.03	Employee Discounts
P-500.04	Employee Meals
P-500.05	Sick/Emergency Pay
P-500.06	Vacation Pay
P-500.07	Holiday Pay for Hourly Employees
P-500.08	Holiday Pay for Exempt Employees
P-500.09	Direct Deposit of Paychecks
P-500.10	Use of Facilities
P-500.11	Workers' Compensation
P-500.12	Personal Time-Off without Pay
P-500.13	Family Medical Leave
P-500.14	Military Leaves of Absence
P-500.15	Unemployment Insurance
P-500.16	Bereavement Leave
P-500.17	Jury Duty

Work Policies – 600 Series

P-600.01	Attitude
P-600.02	Removing Items from the Premises
P-600.03	Solicitation/Distribution
P-600.04	Bulletin Boards and Posting Notices
P-600.05	Departmental Meetings
P-600.06	Punctuality
P-600.07	Sickness
P-600.08	Accidents and Emergencies
P-600.09	Absences & Notification
P-600.10	Inclement Weather
P-600.11	Safety
P-600.12	Meal and Rest Breaks
P-600.13	Productive Use of Work Time
P-600.14	Visitors and Personal Phone Calls
P-600.15	Telephone Use
P-600.16	Loitering
P-600.17	Employee Parking
P-600.18	Employee Lockers
P-600.19	Cashing Checks/Advance Pay/Loans to Employees
P-600.20	Attire, Uniforms and Nametags



Personnel Policies Index

P-600.21	Appearance and Grooming
P-600.22	Electronic Communication Systems
P-600.23	Personal Electronic Equipment
P-600.24	Trash and Litter
P-600.25	Smoking/Chewing
P-600.26	Personal Habits
P-600.27	Confidentiality of Club Affairs
P-600.28	Protection of Property & Assets
P-600.29	Security
P-600.30	Lost and Found
P-600.31	Suggestions
P-600.32	Open Door Policy
P-600.33	Problems and Grievances
P-600.34	Providing Notice
P-600.35	Exit Interviews
P-600.36	Dealing with Media
P-600.37	Driving Club Vehicles
P-600.38	Employees Benefiting from Member Activities
P-600.39	Employees "Freelancing"

Conduct/Discipline/Discharges – 700 Series

P-700.01	Conduct Guidelines
P-700.02	Misconduct
P-700.03	Counseling
P-700.04	Disciplinary Procedures
P-700.05	Discharge
P-700.06	Return of Club Property
P-700.07	Final Paycheck

Expense Reimbursement – 800 Series

P-800.01	Travel
P-800.02	Use of Personal Automobile
P-800.03	Business Entertaining
P-800.04	Meals

Administration – 900 Series

P-900.01	Position Management
P-900.02	Annual Compensation Review
P-900.03	Personnel Files
P-900.04	Personnel Data Sheets (PDS)
P-900.05	Absentee Records
P-900.06	Orientation Checklists
P-900.07	Employment Application
P-900.08	Record of Employee Counseling
P-900.09	Employee Training File
P-900.10	Employee Separation Document
P-900.11	Employee's Withholding Allowance Certificate
P-900.12	Employee Travel and Expense Reporting
P-900.13	Application Acknowledgement
P-900.14	Applicant Non-Selection Letter
P-900.15	Required Employment Posters
P-900.16	Personnel Requisition
P-900.17	Employee Development Plan
P-900.18	I-9 Form Instructions

Personnel Forms

FM100	Alcohol and Drug Policy Acknowledgment
FM101	Alcohol and Drug Testing Authorization
FM102	Mileage & Expense Reimbursement
FM103	Record of Employee Counseling
FM104	Personnel Data Sheet (PDS)
FM105	Facility Orientation Checklist
FM106	Departmental Orientation Checklist
FM107	Personal Relationship Acknowledgement
FM108	Applicant Reference Check
FM109	Authorization to Make Deductions
FM110	Personnel Action Summary
FM111	Member/Guest Accident Report
FM112	Bi-Weekly Time Sheet
FM113	Employee Training File
FM114	Non-Exempt Employee Performance Review
FM115	Exempt Employee Performance Review
FM116	Employee Development Plan
FM117	Employee Separation Document
FM118	Employee Handbook Acknowledgment
FM119	New Hire Checklist
FM120	Vacation Request
FM121	Absentee Record
FM122	Training Class Attendance Sheet
FM123	Lost and Found Log
FM124	Employee Accident Report
FM125	Application for Employment
FM126	Notice of Extended Introductory Period
FM127	Personnel Requisition
FM128	Appearance and Grooming Standards Acknowledgement
FM129	Exempt Employee Hours Log
FM130	MSDS Acknowledgement
FM131	Authorization for Direct Deposit
FM132	Exit Interview
FM133	FMLA Forms
FM134	Supervisor's Report of Accident
FM135	Employee/Departmental Goals
FM136	Action Planning Sheet
FM137	Authorization for Release of Information
FM138	Uniform Receipt
FM139	Travel Expense Reimbursement
FM140	401(k) Hardship Withdrawal Checklist
FM141	Affirmative Action Information
FM142	Employee Confidentiality Agreement
FM143	Safety Training Checklist
FM144	Acknowledgement of Tobacco Free Facility
FM146	Employment Verification
FM147	Absentee/Tardiness Record
FM180	Service Issue Resolution
FM198	HR on the Go Assignments
FM199	Values on the Go Assignments