

6/11/2018



SPHM
HOSPITALITY

GOLF HUMAN RESOURCES



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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 *Leadership on the Line*
- 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

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
 FM129 Standards Acknowledgement
 FM130 Exempt Employee Hours Log
 FM131 MSDS Acknowledgement
 FM132 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
 FM145 Employment Verification
 FM146 Absentee/Tardiness Record
 FM147 Service Issue Resolution
 FM148 HR on the Go Assignments
 FM149 Values on the Go Assignments