

# DeWitt Ross & Stevens S.C.

## Common Employee Handbook Policies

Welcome/Introduction	Life Insurance
At-Will Disclaimer	Accident-Disability Insurance
Equal Employment Opportunity	Social Security Benefits
Employment Classifications	Worker's Compensation
Sexual and Other Unlawful Harassment	Unemployment Compensation
Drug and Alcohol Testing	Leaves of Absence
Orientation Period	Family and Medical
Outside Employment	Disability
Personnel Records	Pregnancy
Hours of Work	Funeral
Overtime	Jury
Attendance	Personal
Tardiness	Military
Time Card Regulations	Education
Pay Periods	No Solicitation/Distribution
Performance Reviews	Confidentiality
Work Rules/Code of Conduct	Personal Appearance/Dress Code
Resignation/Termination	Safety Rules
Vacation	Telephone Usage
Holidays	Computer Use/E-mail/Internet
Sick Benefits	Parking
Health Insurance	Smoking Areas
Dental Insurance	Acknowledgment Form



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*a tradition of  
leadership*



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