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Management evaluation can be defined as a general term. This can be the evaluation and analysis of decisions, responsibilities, management work pattern, can be an evaluation made by management for employees, the workflow of the organization, the project that has been assumed by the company, etc. All these coupled things can be kept under the broader umbrella called management assessment. The samples that are mentioned here are different management evaluation samples that you can verify that suits your need. Details File format size: 5.3 KB Download This management evaluation request is prepared by UNFPA to request management for the assessment of allegations that contract employees have stated in relation to their employment. This sample model is the structure that is used by the UN. If you want, you can use some part of the format to prepare your request form, and then ask them to develop the sample employee evaluation form to evaluate the employee and the contract. 2. 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If you prefer to use a login sheet that allows you to record the hours of several working days, the two-week employee login sheet may be best suited to your needs. Step 1 - Download the employee registration sheet form can be downloaded in PDF, ODT, and Word formats. Select the desired format by clicking on one of the links found below the form image to the right of the screen. Once downloaded, open the file with the appropriate application on your computer. Step 2 - Start the employee login by registering the date at the top of the form. When the employee starts his/her shift, ask them to provide his or her name in the first column followed by the arrival time on the second. The employee must then initial the form to verify this information. Step 3 – Employee Exit The employee will need to record the time his/her shift ends, as well as provide his initials once again. Finally, the supervisor must review the employee's hours and initially the form to attest to the recorded information. Step 4 – Submitting the Form Due to the fact that this form should be used for a single working day, it is recommended that you make multiple copies to ensure that there will always be an application sheet available at the beginning of an employee's shift. The form should be placed in an easily accessible and safe place of water or any possible damage. What is an employee manual? A manual employees is a document that communicates the mission, policies and expectations of your company. Employers give this to employees to clarify their rights responsibilities while they are employed with the company. To help you build the best employee manual, we've created a template to give you an edge in creating your own document. Download the full employee manual template in a .doc pdf format by clicking on the links at the bottom of this page. Words in parentheses are placeholders - replace them with your company-specific guidelines. Also, feel free to modify the language of this template to match your company's culture. Here's what should be included in an employee manual; our template covers all important policies in an employee manual: If you need to work only on specific parts of your manual, click on each of the following sections to download them separately. By joining these sections, you can build a complete manual of company employees. The full template includes these sections plus an introduction so you can receive new employees in your company. To further support your efforts, here's our guide to what each section entails and tips for crafting your own employee's manual that matches your company's requirements: Keep in mind that our employee manual examples and relevant advice are not legal documents and may not take into account all relevant local or national laws. Neither the author nor the Viable will assume any legal responsibility that may arise from the use of these models. Please ask your lawyer to review your finalized policy documents or Manual. Employment basics This section is primarily informative and helps establish basic definitions related to employment. It will give your employees an idea of what the terms of their contract and job classification are. They can use this section as a resource to back off whenever they have basic questions. Also, this is a good place to establish rules about care. You can also explain your recruitment process to prepare future hiring managers in your company. Here are the contents of our Job Basics model: Types of employment contracts. Define full-time and part-time employees, as well as interns, apprentices, and other workers you employ. Equal employment opportunities. This is a necessary statement, not only for legal purposes, but also to promote a culture of meritocracy and respect in your workplace. Recruitment and selection process. Here, outline the most important steps in your hiring process. Also, if you often perform pre-employment checks, define the step that hiring managers can order these checks and even how to handle them. Similarly, if you have a permanent referral program or if you issue referral rewards frequently, this is a good place outline the procedure and related guidelines. Service. State rules on care: for example, what employees should do when they can't go to work or in what cases you can excuse unreported absence. Workplace policies This section describes what your workplace is like and should be. It's about the conditions in which your employees work. Include policies such as how to and health and safety in your employee manual to build a cool and enjoyable workplace where your employees can thrive. We've created a template to help you build your workplace policy section. Here are the policies included with tips on how to customize them for your own workplace: Confidentiality and data protection. Our model establishes basic rules on information protection, but you need to modify it to respond to any specific laws that apply to your business. Mention these laws and how you ensure that you adhere to them, as well as what you expect employees to do. Harassment and violence. Respect for co-workers is an important part of a harmonious working life. In this section, you can firmly declare your commitment to eliminating harassment and violence in the workplace. You'll also define what counts as harassment, as well as outline possible repercussions. Safety and health in the workplace. This section will provide guidance that employees must follow to ensure a healthy and safe workplace. You can add actions your company has taken to comply with occupational health and safety laws, as well as protect employees in dangerous jobs or emergencies. Our model specifically includes sections on preventive action, emergency management, smoking, and a drug-free workplace. You can also add a mental health policy if your company has relevant provisions. Code of Conduct Your Code of Conduct provides a framework for employee behavior. You'll describe how you expect employees to treat others, whether they're colleagues, partners, customers, or outside stakeholders. It's about ethics and trust – and building a safe and professional space for everyone. To work on your own Code of Conduct, use our complete template that includes the following sections: Dress Code. Here you can declare your company's dress code - even if you don't have one. Employees should know what they can and cannot wear. Describe requirements as much as possible; for example, what does formal attire mean for your company? Cybersecurity and digital devices. Address internet use, company cell phones, corporate email and use of social media (both corporate and personal). Establish guidelines without being overly restrictive to employees; most people expect to have some freedom in these matters as long as they follow the data protection and security guidelines. Conflict of interest. Here you can describe what constitutes a conflict of interest, what employees can do when faced with one, and what are the consequences for intentionally breaking relevant laws or company rules. Employee relations and fraternization. Although many are flexible when it comes to employees becoming friends or dating, some rules are necessary to avoid gossip or non-professional scenes. Employment of relatives. This section is important to avoid accusations of nepotism and favoritism. Give specific guidance on the work relationships allowed between relatives in your company. Work Work It is a matter of security as well as protecting company data and property. Outline the process of bringing visitors to company facilities to ensure employees are always alert and accountable. Request and distribution. In this section, you can refer to attempts by outside people or employees to request or distribute flyers, products, or services, and how employees can handle these cases. Compensation and development This part explains how you pay and reward employees for their work and helps them develop. Through these policies, you show that you value employees and motivate them to continue working with you. To work on this, see our compensation and development model, including these sections: Compensation status and payroll. This part is primarily important for the U.S., which has laws on exempt and non-exempt employees. You can explain the legal framework and clarify overtime rules. You can also mention on what days employees receive their salary or salary. Performance management. This section helps employees understand how their performance will be evaluated, and also prepares managers for managerial roles. You can mention the objectives of performance assessments and how you expect managers to lead your team. Training and employee development. This is your chance to highlight much of your retention strategy—ensuring that employees improve personally and professionally. You can mention training opportunities and educational budgets, if any. Benefits and advantages Have you ever had an employee say something like: Wow, I didn't know we had a discount at the gym? It's likely: often, employees are not aware of the full extent of the benefits and advantages your business offers. This section helps you keep employees well informed in this matter. Our benefits and benefits model includes the following sections (but add your own unique benefits and benefits): Employee Health. This can be anything from private health insurance to gym to wellness programs. Also, enter explanations of relevant laws such as FMLA and COBRA. Workers' compensation. Outline the process that employees should follow if injured at work and what benefits you will offer. Modify our model based on applicable laws in your area. I work from home. The ability to work from home is a benefit with increasing popularity. State as employees can request remote work and what rules they should follow (e.g., cybersecurity at home). Also, outline rules for permanently remote workers. Employee expenses. Please mention what work-related expenses you will cover and what the claim refund process is. Company car. you offer company cars as a benefit, be sure to inform employees how you expect them to behave when using the car and what expenses you will compensate (e.g., gasoline and tolls.) Parking. Just like the benefit of the company car, if you offer free office parking, tell employees how to manage your allocated space. If you have a limited number of parking spaces to give, outline the you use to allocate these spaces. Equipment issued by the company. If you give employees equipment (such as phones, laptops, etc.), let them know how they should take care of it. Also, mention what happens when this equipment is stolen or damaged. Related: Employee Benefits: A guide on the common benefits and best Working Hours, INTO and Vacation This is one of the sections that employees care about most. By joining your company, they want to learn how they can divide their time between work and leisure or responsibilities outside of work. Esbove your own relevant policies using our easy-to-modify model containing these sections: Working Hours and Paid Time Off (INSS). Mention your company-to-company working hours and any exceptions. Then tell the number of paid days off you provide to employees and explain the process for requesting the INSS. Vacation. List all the holidays your company observes and explain how you'll make up for them if employees need to work these days. Medical leave. Outline what the law requires you to offer employees and add any extra sick leave benefits you have decided to offer. You can include definitions of short- and long-term disease. Grieving leave. Give a few days of mourning leave to employees who lose a loved one—this is a compassionate advantage that can help you establish trusting relationships with employees. Jury duty and voting. Describe the law on leave for these civic duties and what documents employees may need to bring. Parental leave. This may include paternity and maternity leave required by law or company-sponsored for employees who have or take a baby. You can also include benefits related to parent subsidies, such as a few hours off to attend school meetings. Employee Termination and Termination If something doesn't work out, employees need to get an idea of how their employment relationship with your company will end. Especially if there's disciplinary proceedings involved. We have created a Leaving our company model to address relevant issues. Here is an outline of the content: Progressive discipline. See the steps in your progressive discipline process and how you expect managers to handle it. Resignation. In cases where an employee resigns, he needs to know what the notice period should be, as well as the dismissal process. This is also a good opportunity to address issues such as tuition payment or repayment and expressly prohibit forced dismissal. Termination. Specify applicable laws and your own internal employee hiring process. Mention the conditions for paying indemnities and how you will make up for the remaining vacation and sick leave. References. Add a short comment references to employees who have resigned or been fired. For example, if an employee has been fired for just cause, you have the right to refuse to provide them with references. Conclusion You can use completion to provide notice of future reviews and ask employees to recognize that they have read read Manual. Here's our model for doing this. Close your employee manual on a positive note. Reiterates how happy you are that an employee is now working with you and welcoming them to your team. Look at the employee manual examples for inspiration, but be sure to write in the tone and voice of your own company. Download the pdf employee manual and start building yours! Supplementary reading

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