

**SACS Consulting &
Investigative Services, Inc.**

Premier Suites
500 Grant Street
Akron, OH 44311



Phone: (330) 255-1101

Fax: (330) 255-1135

Email: tadimoff@sacsconsulting.com
www.sacsconsulting.com

EMPLOYEE MANUAL QUESTIONNAIRE

NOTE: The main purpose for creating an employee manual is to have documented policies and procedures that are consistent, thus eliminating any form of discrimination.

By answering the following questions and providing copies of current manuals, policies, and procedures or memos, the process will be less time consuming.

1. Do you presently have an employee manual? (If yes, provide a copy) _____
2. Do you have any written company policies or procedures? (if yes, provide copies) _____
3. Do you have an introductory period for new hires? _____
4. Total number of employees: _____ full time _____ part time _____ temporary employees
5. What days of the week is your company open? _____
6. What are the business hours each day? _____
7. What is pay period? (weekly, bi-weekly, 15th & 30th, monthly) _____
8. How is time recorded by employees? (clocked time card, hand written,) _____
9. What day is pay day? (ie: Friday) _____ title of person who distributes pay checks or how they are received? _____
- 10 Do you offer direct deposit? _____ Is this mandatory? _____
- 11 How is overtime paid? 1 ½, 2X, etc... _____
- 12 What do you pay for holiday pay? (regular, double, etc) _____
- 13 Do you pay shift premiums? If yes, what are they? _____
- 14 Do you have job descriptions? _____ Performance reviews? _____ How often are reviews done? (semi annually, annually, etc) _____
- 15 Do you give raises along with positive performance reviews? _____

16 Are benefits offered? _____ When are employees eligible? _____

17 Do you have a 401K? _____ Profit sharing? _____ Retirement? _____

18 How many holidays are offered? List them: _____

19 List vacation eligibility: 1 week after _____, 2 weeks after _____,
3 weeks after _____

21 How many sick days does your company allow? _____

22 What is your smoking policy? _____

23 Do you have company vehicles? _____

24 What is policy concerning use of company vehicles? _____

25 Do you pay mileage? _____ If yes, explain pay scale _____

26 Do you have a dress code? _____ If yes, what is it? _____

27 Do you pay for jury duty? _____ What is policy? _____

28 Do you pay for funeral leave? _____ How many days? _____
And is it for immediate family only? _____

29 Do you have computers? _____ E-mail? _____ Software? _____

30 Do you have any of the following policies? _____ Drug free workplace? _____ Workplace
violence, _____ Harassment, _____ Safety, (provide copies if possible)

31 What following benefits do you provide: ___ Health ___ Prescription ___ Dental
___ Vision ___ Disability Insurance ___ Life (how much) _____ ___ Employee
assistance, ___ Credit Union, These items will be listed in the manual but reference will
be made to the actual summary plan description for in depth information

32 Do you pay for personal leave? _____ Military Reserves _____

33 Do you recycle? _____ What do you recycle? _____

34 Do you provide parking? _____

35 Do you conduct exit interviews? _____ Rehire former employees? _____

Please include any other information you feel appropriate. Certain mandatory items will be included
(EEO, at-will, receipt page, definitions)