



Employer Guidelines
(Use if no employer handbook)

Employer _____ Date _____

Job Title _____ Starting wage _____

Scheduled hours of operation from _____ to _____

Total weekly Hours for this position _____

Company Policy Guidelines and Disciplinary procedures with regards to:

Tardiness

Absenteeism

Conduct

Breaks

Job Performance

List in detail the procedures for any benefits available to the employee:

Pay Increases

Sick Leave

Vacation and Personal days

Retirement Plan

Is Unemployment Insurance Carried on the employee Yes No

Is Insurance Available to the employee (Check all that apply)

Life Medical/Health Dental Disability Vision

Please list any other Benefits available to the employee

Signature of Employer or Employers Representative

Date

ACDJFS Representative

Date

I have read and understand the Company's Policy Guidelines and Disciplinary Procedures

Employee

Date

ACDJFS Representative

Date