



- Employee Reimbursement for Mileage Form
- Employee Timesheet Template
- Employee Availability Form
- Employee Overpayment Acknowledgment
- Employee Referral Bonus Form
- Employee Expense Reimbursement Form
- Consent to Receive W-2 Electronically
- Direct Deposit Authorization
- Makeup Time Request Form
- Remote Work Agreement
- Sample Commission Plan Template
- Sample Wage Advance Agreement
- Telecommuting Agreement
- Time Clock Adjustment Acknowledgment
- Total Compensation Statement
- Voluntary Affirmative Action Form for Government Contractors: Invitation to Self-Identify
- Wage Deduction Authorization
- Personnel Action Form
- Jury Duty Pay Certification
- Independent Contractor Information Form
- Final Paycheck Acknowledgment
- Total Compensation Statement – Excel Worksheet
- Form I-9 Destruction Date Worksheet



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- **Submit a Question Online**
 - Submit an HR question to a team of certified experts.
All questions, issues and answers will be confidential.
- **Call an HR Expert**
 - 877-800-6675
 - Monday – Friday, 7:00 am – 7:00 pm CT
 - Closed Fridays from 2:00 pm – 3:00 pm CT

- **Read Question of the Week**

Examples:

Question – Can we deduct from an exempt employee’s salary when they’re on intermittent FMLA leave?

Answer – Yes. If no paid leave laws apply and you don’t offer any paid time off, you can ... **Read More on Mineral.**

Question – When is it appropriate to use a performance improvement plan versus a disciplinary action?

Answer – Performance improvement plans (PIPs) are best suited for performance issues ... **Read More on Mineral.**

Question – Should we ban romantic relationships in our workplace?

Answer – You could try, but the heart wants what it wants. Bans of this sort are difficult to enforce and can ... **Read More on Mineral.**

Question – Can we deny vacation requests?

Answer – Yes, but we recommend having a legitimate business reason for doing so. For example ... **Read More on Mineral.**



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Sample Policies



- **Benefits**

- Employee Assistance Program (EAP)

- **Discrimination & Equal Employment**

- Sexual and Other Unlawful Harassment
- Religious Accommodations
- Reasonable Accommodations
- Pregnant Workers Fairness Act Accommodations
- Lactation Accommodations
- General Conduct Guidelines
- Equal Employment
- English in the Workplace
- Employee Dating
- Complaint Procedures

- **Managing Employees**

- Remote Work
- Optional CPR Training
- Work Assignments
- Video Surveillance
- Uniforms
- Solicitation
- Social Media
- Seniority
- Reporting Irregularities
- Receipt of Employee Handbook

- **Hiring**

- Job Vacancies and Transfers
- Equal Employment
- Employment of Relatives
- Employee Eligibility Verification
- Employee Referral Program
- Employee References

- **Leaves and Time Off**

- Vacation
- Sick Leave
- Temporary Disability Leave
- Personal Leave of Absence
- Parental Leave of Absence
- Paid Time Off to Volunteer
- Personal Time Off (PTO)
- Military Leave
- Jury Duty
- Holidays
- Frontloaded Paid Time Off
- Flexible Summer Scheduling Policy
- Flexible Paid Time Off
- Family and Medical Leave Act
- Bereavement Leave
- Accrued Paid Time Off



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• Safety & Health

- Workplace Violence and Security Policy
- Workers' Compensation
- Weapons in the Workplace Policy
- Visitors in the Workplace Policy
- Smoke-Free Workplace
- Personal Protective Equipment
- Modified Duty Policy
- Injury and Accident Response and Reporting
- Federal Drug-Free Workplace Act
- Drugs and Alcohol
- Drug and Alcohol Testing - Department of Transportation (DOT)
- Driving Safety
- Driving Record Review
- Company Property Usage
- Bed Bug Policy

• Termination

- Seniority
- Resignation
- Personal Possessions and Return of Company Property
- At-Will Notice

• Wage & Hour

- Vacation
- Travel Expense
- Timekeeping
- Rest Periods
- Pay Periods
- Pay in Lieu of Paid Time Off
- Pay Adjustments, Promotions, and Demotions
- Overtime
- On-Call Pay
- Off-the-Clock Work

Tool Kits

- **Benefits**
 - State Mandated Retirement Benefits
 - Annual Consolidated Appropriations Acts
 - Retirement Savings Accounts
- **Termination**
 - Illinois Termination
- **Wage & Hour**
 - Classifying Workers
- **Hiring**
 - Illinois New Hire
 - Illinois Recruiting
 - Recruiting
- **Leaves and Time Off**
 - Family and Medical Leave Insurance Programs by State
 - Employee Leave
- **Managing Employees**
 - New to HR



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Business Letters

- **Benefits**
 - Denial of Midyear Event Benefit Change Request Letter
 - COBRA Administration Change Notice
 - COBRA Annual Open Enrollment Notice
 - COBRA Early Termination of Coverage Notice
- **Discrimination & Equal Employment**
 - Release & Return to Work Acknowledgment
 - Release to Work Letter – Modified Job
- **Hiring**
 - Employment Offer Letter with Contingencies
 - Employment Verification Letter
 - Expanded Job Offer Letter
 - Job Candidate Rejection Letter
 - Post-Background Check Final Adverse Action Notification
 - Post-Background Check Pre-Adverse Action Notification
 - Promotion Letter
- **Leaves and Time Off**
 - FMLA Leave Ending Letter
 - Modified Work Offer Letter
 - Extension of FMLA Certification Letter
 - FMLA Maternity Leave Approval Letter
 - Medical Leave Approval Letter
 - Notice of Past Due Premium During Non-FMLA Leave
- **Managing Employees**
 - Promotion and Demotion Letters
 - Job Transfer Letter
 - Policy Change Notice
 - Return to Work After No-Show Letter
 - Sample Suspension Letter
 - Security Breach Letter
- **Safety & Health**
 - Modified Work Offer Letter
 - Notice of Communicable Illness in the Workplace
 - Release & Return to Work Acknowledgment
 - Release to Work Letter – Modified Job
- **Termination**
 - Employee Resignation Letter
 - Employment Verification Letter
 - Expanded Job Offer Letter
 - Job Abandonment Letter
 - Letter of Reference for Layoffs
 - Letter of Temporary Layoff
- **Wage & Hour**
 - Sample Discretionary Bonus Award Letter
 - Change from Part-Time to Full-Time Status
 - Change from Full-Time to Part-Time Status
 - Electronic Pay Stubs Notice
 - Employee Reclassification Letter – Exempt to Nonexempt
 - Employee Reclassification Letter – Nonexempt to Exempt

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