

IT personnel policies

Contract work policy: It's common practice for companies to leverage contractors in order to offload work to specialized individuals or reduce costs associated with certain tasks and responsibilities. Our Contract work policy can help your company establish guidelines for retaining, overseeing and terminating contracts including orientation, access and role determinations and business considerations.

IT training policy: Successful IT departments are defined not only by the technology they deploy and manage, but by the skills and capabilities of their people. This IT training policy is designed to help workers identify training options that fit within their overall career development track and get the necessary approvals for enrollment and reimbursement.

Employee Performance Review Policy: A good performance review emphasizes the positives and seeks to turn weak areas into measurable goals to strengthen employee abilities and adherence to job responsibilities. It also solicits input from employees to address any issues or concerns they may have with their role at the company. TechRepublic Premium's Performance Review Policy and the accompanying review template can help you answer these questions and implement fair, effective and comprehensive reviews for your staff.

Third party vendor policy: Many businesses rely on

outside companies, known as third party organizations, to handle their data or services. This policy provides guidelines for establishing qualified third party vendors with whom to do business and what requirements or regulations should be imposed upon their operational processes.

Moonlighting policy: Moonlighting, is especially frequent in technology where people with varying skills and backgrounds may find their abilities in demand by multiple companies. This policy provides guidelines for permissible employee moonlighting practices to establish expectations for both workers and organizations.

Drug and alcohol abuse policy: This policy provides a working framework for establishing rules and procedures that prohibit drug and alcohol use on company premises or in company vehicles.

Employee non-compete agreement: Don't let your valuable corporate assets, proprietary information, or intellectual property walk out the door when an employee leaves the company.

Workplace safety policy: This policy will help ensure that your company facilities are safe for all employees, visitors, contractors, and customers.

Severance Policy: The Severance Policy outlines the differences between simple departure scenarios where the employee is paid a final check for the time they

worked and any unused vacation hours, as well as more complex situations.

Interviewing guidelines policy: This policy will help organizations conduct useful and appropriate interviews with potential new hires, both from a proper methodology perspective and a legal standpoint.

Employee objectives policy: Defining objectives is a prime way to motivate employees, giving them tangible proof of their accomplishments, their progress, and their contributions to the business. However, it's important to follow certain guidelines to provide an effective framework for establishing objectives, monitoring them, and helping employees complete them.

Personnel screening policy: This policy provides guidelines for screening employment candidates, either as full-time or part-time employees, or contingent workers, including temporary, volunteer, intern, contract, consultant, offshore, or 1099 workers) for high-risk roles. It aims to ensure that candidates meet regulatory and circumstantial requirements for employment.

Telecommuting policy: This policy describes the organization's processes for requesting, obtaining, using, and terminating access to organization networks, systems, and data for the purpose of enabling staff members to regularly work remotely on a formal basis.

IT staff systems/data access policy: IT pros typically have access to company servers, network devices, and

data so they can perform their jobs. However, that access entails risk, including exposure of confidential information and interruption in essential business services. This policy offers guidelines for governing access to critical systems and confidential data.

Ergonomics policy: A safe and healthy work environment provides the foundation for all employees to be at their most productive. Not only does it promote productivity in the workforce, it also helps prevent accidents, lawsuits, and in extreme cases, serious injury and potentially loss of life. This policy establishes procedures to help ensure a safe, ergonomically healthy environment.