



BEST PRACTICES ROADMAP

01

STEP 1: SET UP HIRING & ONBOARDING SYSTEMS

- Audit Personnel Files
- Select HR/Payroll Software
- Create Onboarding Processes for Personnel
- Draft Application for Employment
- Draft Background Check Authorization Form
- Create Training Schedule

02

STEP 2: CREATE HR POLICIES & PROCEDURES

- Employee Handbook
- Payroll Policy
- Anti-Discrimination Policy
- Confidential Information Policy
- Paid Time Off Policy
- Employee Grievance Policy
- Internal HR Database

03

STEP 3: DRAFT HR AGREEMENTS & FORMS

- Employee Offer Letter
- Independent Contractor Agreement
- Arbitration Agreement
- Confidentiality Agreement
- Employee Disciplinary Warning Form
- PTO Request Form
- Job Descriptions

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STEP 4: CONDUCT TRAININGS

- Management Training
- Wage & Hour Training
- Employment Law Training
- Confidential Information Training

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