#### Breakfast**Bites**

## The Most Important Documents to Protect Your Organization



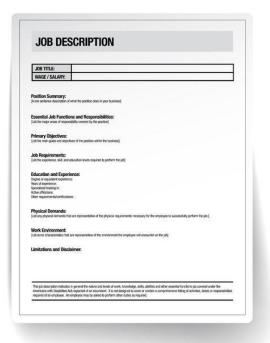
# THE MOST IMPORTANT DOCUMENTS TO PROTECT YOUR ORGANIZATION

Ronald A. Sollish, Esq.

## BreakfastBites | The Most Important Documents to Protect Your Organization

#### I. Onboarding

- A. Application
- B. FCRA Waiver
- C. Bullard-Plawecki Waiver
- D. Background Investigation
- E. Job Description
- F. I-9



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#### II. Retention

- A. At Will Statements
- B. Employment Agreements
- C. Benefit Plan Descriptions
- D. SPD/Plan Documents
- E. Insurance Contracts
- F. Election Forms

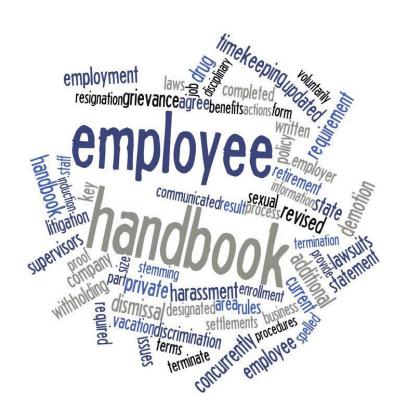


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#### III. Managing the Relationship

- A. Handbooks
- B. Evaluations
- C. Disciplinary Reprimands
- D. Last Chance Agreements
- E. 360 Degree Evaluations



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## The Most Important Documents to Protect Your Organization

#### IV. Protecting Business Assets

- A. Confidentiality Agreement
- B. Intellectual Property Agreement
- C. Non-Compete Agreement
- D. Expectations of Privacy and Monitoring
- E. Insurance



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## V. Ending the Employment Relationship

- A. Status Change
- B. Communicating the Decision
- C. Release Documents
- D. Internal Communications
- E. Vendor Communications
- F. Customer Communications
- G. Response to Unemployment

