 **HR SOP Template**

HR Standard Operating Procedure

**Company Name**

**Street Address**

**City, State, and Zip**

webaddress.com

Version 0.0.0

Date: MM/DD/YY

Department Responsible: Name

| Version History |
| --- |
| Version No. |  | Current Version Date |  |
| **Effective Date** |  | **Expiration Date** |  |
| **Responsible Person** |  | **Signature** |  |
| **Writer** |  | **Approval** |  |

Review Procedure

List how often the SOP should be reviewed and updated, and who is responsible.

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Purpose

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Scope

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Terms and Definitions

Define any acronyms, jargon, or terms that might have multiple meanings.

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| Term | Definition |
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Recruitment And Selection Process

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Onboarding

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Transfers

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Promotions

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Training And Development

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Leave

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Separation

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Workplace Safety

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Responsibilities And Expectations Of Employees

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| Employee Conduct |  |
| Discipline |  |
| Attendance and Time Off |  |
| Drug, Alcohol, and Tobacco Use and Testing Policies |  |
| Internet, Device, and BYOD Policies |  |
| Other |  |

Signatures

Obtain signatures from employees to confirm that they have read and understood procedures.

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| --- | --- | --- |
| Staff Member Name | Signature | Date |
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