

# Employee Handbook Checklist

Included	Policy Title and Description	Needs to be altered by each employer	Check for state-specific content
<b>Introduction</b>			
	<b>Welcome and Purpose</b> —This document introduces readers to the handbook and informs them that following handbook policies is a condition of employment, but that the relationship is at-will.		
	<b>At-Will Employment Statement</b> —This document explains that employment can be terminated by either party at any time, and that there should be no illusion of a contractual agreement between employees and the Company.	X	
	<b>Mission Statement</b> —This document explains the Company’s mission, details how superior employees are selected and gives an overview of how the Company intends to fulfill its mission.	X	
<b>Employment Policies</b>			
	<b>Americans with Disability Policy</b> —This policy outlines to employees how your company complies with the Americans with Disability Act (ADA).	X	
	<b>Employment Termination Policy</b> —This policy explains the different circumstances under which an employee may be terminated (resignation, termination or layoff), provides notice period expectations for employees who choose to resign, and details other situations that may result in termination.		X
	<b>Equal Employment Opportunity</b> —This policy explains that the Company provides an equal employment opportunity to all individuals and values a diverse workforce.	X	
	<b>Internal Transfer or Promotion Policy</b> —This policy explains that movement and advancement within the company is encouraged, employees may be transferred or promoted at times, and that moves within the company may be management- or employee-initiated.		
	<b>I-9 Immigration Reform Policy</b> —This policy explains that the Company will only employ persons legally eligible to work in the United States, in compliance with the Immigration Reform and Control Act of 1986.	X	
<b>Workplace Conduct</b>			
	<b>Code of Ethics Policy</b> —This policy informs employees of the Company’s Code of Ethics. It details the Company’s prohibition of improper payments, political contributions, reporting to management, antitrust laws and exchange of information with competitors.		

	<b>Complaint Policy</b> —This document explains the Company’s goal to have open communication with employees and, with that, details how employees should go about voicing complaints or grievances.		
	<b>Disciplinary Action Policy</b> —While each employee’s relationship with the Company is at-will, and a disciplinary procedure is not followed in all circumstances, the Disciplinary Action policy explains the Company’s basic approach to discipline.		
	<b>Drug and Alcohol Testing Policy</b> —This policy explains the grounds for testing and the consequences of a positive test result.		X
	<b>Drug-free Workplace Policy</b> —This policy explains the expectation that employees will not be under the influence of drugs or alcohol while working. It details that any employee who is convicted under any criminal drug statutes for a violation occurring while he or she was working must notify the Company within five days of the conviction.		X
	<b>Harassment Policy</b> —This document details that the Company will not tolerate harassment of any kind, including harassment related to any characteristics that are protected under law, and that the policy applies to all persons involved with the Company in some way.		
	<b>Sexual Harassment Policy</b> —This document explains that the Company will not tolerate sexual harassment, and that the policy applies to all persons involved with the Company in any way.		X
	<b>Standards of Conduct Policy</b> —This document provides employees with a list of examples of behaviors prohibited by the Company that will result in disciplinary action.		
	<b>Violence in the Workplace Policy</b> —This policy makes clear the Company’s stance on violence; neither violence or threats of violence will be tolerated.		
	<b>Weapons in the Workplace Policy</b> —This policy explains that weapons are prohibited on Company property and business, and that the policy applies to all individuals, even those who are licensed to carry weapons.		X
	<b>Workplace Bullying Policy</b> —This document explains the Company’s goal of providing a safe and healthy work environment for all employees, and that, because of this, the Company prohibits bullying of all kinds.		
<b>Employee Benefits</b>			
	<b>COBRA Benefits Policy</b> —This policy gives an overview of the Company’s compliance with the Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA.		X
	<b>Employer-offered Insurance Policy</b> —This document explains that the Company provides group insurance plans to full-time employees and provides an overview of how the costs are shared (the percentage the employer pays versus the percentage the employee pays).	X	X
	<b>Employment Taxes &amp; Voluntary Deductions Policy</b> —This document details the deductions that will come out of each employee’s paychecks. In addition to taxes, this includes the optional deductions for benefit coverage, of which a portion will be paid by the employer.	X	

Time Away From Work			
	<b>Communicable Disease Policy</b> —This policy explains the procedure for dealing with communicable diseases in the workplace. It defines “communicable disease” and explains that the Company does not discriminate against individuals with communicable diseases.		
	<b>Contagious Illness Policy</b> —This policy explains that the Company’s goal is to maintain a healthy workplace for all persons, and in order to do so the Company evaluates contagious illnesses to determine whether or not an employee with a contagious illness will pose a threat to the health of himself or herself, other employees or customers.		X
	<b>Federal Family and Medical Leave Policy</b> —This document explains the Family and Medical Leave Act (FMLA).		
	<b>Funeral Leave Policy</b> —This policy briefly explains that the Company understands that employees need time to grieve in the event of the death of an immediate family member, and therefore offers up to three days off of work for this purpose, up to and including the day of the funeral.		X
	<b>Jury Duty Policy</b> —This policy explains that the Company will pay the difference between jury duty pay and regular wages for days that employees are unable to report to work due to jury service, as long as the employee has been employed by the Company for at least 90 days prior.		X
	<b>Lunch and Rest Periods Policy</b> —This document explains the amount of time allotted to employees for lunch breaks and rest periods, and that these breaks are unpaid.	X	X
	<b>Military Leave Policy</b> —This policy explains that the Company provides military leave to servicemembers, and details that the employee will not be required to use vacation time for military duty (training or service), but if he or she chooses to, the full regular vacation pay will be received.		X
	<b>Nursing Mothers Policy</b> —This policy explains the Company’s commitment to providing lactation accommodation to mothers returning to work following the birth of a child.		X
	<b>Paid Time Off Policy</b> —This policy details the amount of paid time off (PTO) that employees are eligible to earn each month, based on their status (full- or part-time).	X	
	<b>Pandemic Flu Leave Policy</b> —This policy explains that in the case of a pandemic flu outbreak, all employees who are absent due to a confirmed pandemic flu infection will receive full pay for their normally scheduled hours until a physician has authorized their return to work, as long as written documentation of the infection is provided by the physician.		
	<b>Parental/School Leave Policy</b> —This document explains that, because the Company understands the value of parental involvement with a child’s education, employees are allowed to use a portion of their allotted sick leave annually to attend school functions or activities related to their children’s education, as long as prior notice is provided.	X	X

	<b>Religious Observances Policy</b> —This policy explains the respect that the Company has for the individual beliefs of all employees, and that, because of this respect, one day of paid leave is provided annually to employees who have religious obligations on days of operation.	X	X
	<b>Sick Time Policy</b> —This policy details the definition of sick time, how it is accrued, and how employees should provide notice to the Company if they will be absent due to illness or medical reasons.	X	X
	<b>Time Off to Vote Policy</b> —This policy explains that because the Company encourages all of its employees to vote, time off to vote is provided when the employee would otherwise not have enough time before or after work to do so.	X	X
	<b>Vacation Policy</b> —This policy details how vacation time is accrued, how employees should request to use their vacation time and how multiple, simultaneous, leave requests within a department will be handled.	X	X
<b>Information &amp; Office Security</b>			
	<b>Emergency Action Plan</b> —This document details the Company’s procedures in different types of emergencies (fire, medical, violence, etc.).	X	
	<b>Facility Access &amp; Visitors Policy</b> —This document explains the Company’s goal of maintaining maximum security and safety at a minimum inconvenience to employees. It details the guidelines that help to maintain this safety and security, including the requirement that visitors be escorted by authorized personnel at all times, and that only certain doors are unlocked at specific times.	X	
	<b>General Computer Usage Policy</b> —This policy explains the importance of safeguarding corporate information assets, and the guidelines for Company computer use.		
	<b>Recording Devices Prohibited Policy</b> —This document explains that the use of all types of recording devices (including camera phones) is prohibited on Company property or during working hours unless specifically permitted by the Company.		
<b>General Practices</b>			
	<b>Anti-discrimination Policy</b> —This policy explains that the Company does not discriminate against any protected traits, or allow discrimination of any kind in the workplace.		
	<b>Attendance and Standard Working Hours Policy</b> —This policy explains the Company’s expectation that employees must be regular and punctual in attendance due to absenteeism and tardiness placing a burden on the Company and its employees.	X	X
	<b>Background Check Policy</b> —This policy explains that the Company performs background checks as part of ensuring that quality employees who have performed well in the past are hired.		X
	<b>Business Expense Reimbursement Policy</b> —This policy explains that the Company will reimburse employees for necessary and reasonable travel expenses related to the normal conduct of business.	X	
	<b>Company Car Policy</b> —This policy details the provision of Company cars for business use to certain employees, upon approval.		

	<b>Company Credit Card Policy</b> —This policy explains the guidelines for use of a Company credit card, and why the cards are provided to certain employees.	X	
	<b>Confidential Information &amp; Company Property Policy</b> —This document details the importance of protecting the Company’s confidential information and property, and the guidelines for doing so.		
	<b>Conflicts of Interest Policy</b> —This document explains that employees should always act with the Company’s best interest in mind, and should not put themselves in a situation that conflicts with the Company’s best interest.		
	<b>Customer Complaint Policy</b> —This policy details the customer complaint process and how such complaints should be handled by the Company and its employees.	X	
	<b>Direct Deposit Policy</b> —This policy explains your company’s direct deposit policy and the advantages of using direct deposit.	X	
	<b>Dress Code (General)</b> —This document explains the Company’s general dress code and reasoning behind it.		
	<b>Dress Code (Summer)</b> —This document explains the option of a summer dress code that is more casual than the general dress code, which is available to employees between Memorial Day and Labor Day.		
	<b>Driving While on Company Business Policy</b> —This policy sets the expectations for employee behavior while driving on Company business.		
	<b>Educational Assistance Program Policy</b> —This explains the Company’s Educational Assistance Program that reimburses employees for costs associated with furthering their education, assuming that the courses will assist the employees in performing their current job functions, or will help them along their intended career path within the Company.	X	
	<b>Employee Classification Policy</b> —This document lists the different classifications of employees and the criteria for each one.	X	
	<b>Employee Fraternization Policy</b> —This policy sets the boundaries for employee fraternization, and explains the behavior expectations for employees regarding personal and/or romantic interactions between employees in the workplace.		
	<b>Employee Discount Policy</b> —This policy explains the discount offered to employees and the allowable use of the discounts.	X	
	<b>Employee Referral Bonus Policy</b> —This policy explains that the Company provides a bonus to employees who refer candidates that end up being hired.	X	
	<b>Employment of Relatives Policy</b> —This policy details that hiring and/or promotion decisions must take into account that immediate family members may not have a direct supervisor-subordinate relationship, create an adverse effect on work performance or create a conflict of interest.		
	<b>Improper Payments and Gifts Policy</b> —This policy explains the Company’s prohibition of payments or gifts that might be reasonably expected to interfere with the exercise of independent and objective judgment in making or participating in business decisions.		

	<b>Injury &amp; Illness Reporting Policy</b> —This document explains the importance of and expectation that employees will immediately report work-related injuries and illnesses to the Company.		
	<b>Media Relations Policy</b> —This policy details the procedure for responding to media inquiries, and explains who is authorized to provide statements to the media regarding Company business.	X	
	<b>Online Social Networking Policy</b> —This policy explains that employees must be careful to protect the Company’s reputation in their use of online social networking sites.		
	<b>Open Door Policy</b> —This document explains that the Company encourages open communication between employees and management, and that concerns should be voiced so that a resolution may be agreed upon.		
	<b>Orientation Period Policy</b> —This document explains the orientation period (the first 90 days of employment) in which employees undergo training and receive additional direction from their supervisors.		
	<b>Overtime Pay Policy</b> —This policy explains how employees are compensated for hours worked in excess of 40 hours each week, and which employees are eligible to receive overtime pay.		X
	<b>Pay Periods and Check Distribution Policy</b> —This document explains when and how employees will be paid, including in the case of special circumstances like holidays or work absences.	X	X
	<b>Performance Evaluation Policy</b> —This policy explains that management will provide ongoing performance feedback to each employee, and at times, may perform formal performance evaluations.		
	<b>Personnel Records Policy</b> —This document details the content that employee personnel files contain and the employee’s responsibility for keeping pertinent information up to date with the Company.		X
	<b>Phone Call Policy</b> —This document explains that the Company provides phones to employees for business use, and details appropriate use of Company phones.		
	<b>Physical Examination Policy</b> —This policy explains that, at times, the Company requires mandatory, job-related medical examinations in order to ensure that employees can physically perform the mandatory functions of their jobs.		X
	<b>Safety Policy</b> —This policy reminds employees that it is important to refrain from horseplay, careless behavior and negligent actions in order to maintain a safe and secure working environment, and emphasizes the importance of reporting accidents promptly and thoroughly if they do happen.		
	<b>Severe Weather Policy</b> —This document explains the Company’s policy in the case of severe weather, and the procedure for informing employees if the Company will be closed in such circumstances.	X	
	<b>Smoke-free Environment Policy</b> —This document explains that the Company is a smoke-free environment and that smokers must observe the same guidelines as non-smokers regarding the frequency and length of break periods.	X	X
	<b>Social Functions Policy</b> —This policy sets the guidelines for employee behavior at Company social functions, and gives examples of the types		

	of social functions that may occur.		
	<b>Solicitations, Distributions &amp; Use of Bulletin Boards</b> —This document explains that employees have the option of communicating with their co-workers about non-work events, fundraisers, etc. through the use of Company bulletin boards.	X	
	<b>Time Card Regulations Policy</b> —This document explains the requirement that employees accurately maintain time cards to track their hours, and should not punch in or out for another employee.		X
	<b>Workers' Compensation Policy</b> —This document details the Company's policy regarding workers' compensation, and the necessary tasks employees must complete in order to ensure that the proper workers' compensation is paid to them.		X

## Appendix

	<b>Application for Re-employment Following Military Leave</b> —This application is to be submitted by employees wishing to return to their former position upon return from military leave.		
	<b>Application &amp; Request for Educational Reimbursement</b> —This form should be completed by employees wishing to further their education and receive reimbursement from the company for the course(s) taken.		
	<b>Certificate of Entrance into Military Service</b> —This form should be completed by an employee when leaving his or her position to complete military service.		
	<b>Certificate of Return from Military Service</b> —This form should be completed by an employee upon his or her return from military service.		
	<b>Employee's Request to Take Voting Leave</b> —This form should be completed by employees who wish to take leave from work in order to exercise their right to vote.		
	<b>Expense Report</b> —This expense report should be used by employees to report business expenses for which they would like reimbursement.		
	<b>Mileage Report Form</b> —This form should be used for employees to report miles driven on company business using personal vehicles.		
	<b>Report of Jury Duty Pay</b> —This form should be used by employees to report hours or days of work missed due to jury duty.		
	<b>Vacation Request Form</b> —This form should be completed by employees wishing to request time off of work for vacation.		
	<b>Application for Company-issued Credit Card</b> —This application should be completed by employees wishing to be issued a company credit card for business expenses.		
	<b>Receipt of Company Employee Handbook</b> —This form should be signed by employees to signify that they have received a copy of the employee handbook and that it is their responsibility to read it.		
	<b>Receipt of Harassment Policies</b> —This document should be signed by employees to signify that they have received both the Harassment Policy and the Sexual Harassment Policy and understand that it is their responsibility to read them.		