

## Employee Handbook Checklist

Included	Policy Title & Description	Alter by employer	State specific
	<b>Welcome and Purpose</b> — 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>Integration Clause and Right to Revise Handbook</b>		
	<b>Mission Statement</b> — 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>At-Will Employment Statement</b> — 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.		
	<b>Americans with Disability Policy</b> — Outlines to employees how your company complies with the Americans with Disability Act (ADA) and California’s Fair Employment & Housing Act (FEHA)		
	<b>Equal Employment Opportunity</b> — Explains that the company provides an equal employment opportunity to all individuals and values a diverse workforce.		
	<b>Anti-Discrimination Policy</b> — Explains that the company does not discriminate against any protected traits, or allow discrimination of any kind in the workplace.		
	<b>Internal Transfers</b> — Explains that movement and transfer within the company is possible and that employees may be transferred or reassigned job duties. Moves within the company may be management or employee initiated.		
	<b>I-9 Immigration Reform Policy</b> — 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.		
	<b>Employment Termination Policy</b> — 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, information about final pay.		

<b>Workplace Conduct</b>			
	<b>Code of Ethics Policy</b> — 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> — Explains the company’s goal to have open communication with employees and, with that, details how employees should go about voicing complaints or grievances.	X	
	<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>Substance Abuse Control Policy</b> — Explains the company’s position on substance abuse in the workplace and the grounds for testing and the consequences of a positive test result.	X	X
	<b>Anti-Harassment Policy</b> — 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>Anti-Sexual Harassment Policy</b> — 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> — Provides employees with a list of examples of behaviors prohibited by the company that will result in disciplinary action.	X	
	<b>Violence in the Workplace Policy</b> — Makes clear the company’s stance on violence; neither violence or threats of violence will be tolerated.		
	<b>Weapons in the Workplace Policy</b> — 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> — 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 &amp; Administration</b>			
	<b>Medical and Other Benefits</b> — Explains that the company provides group insurance plans to eligible employees and references insurance plan documents.	X	X
	<b>Employment Taxes &amp; Voluntary Deductions Policy</b> — 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	
	<b>Contagious Illness Policy</b> — 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> — Explains the Family and Medical Leave Act (FMLA).		
	<b>California Family Rights Act Policy</b> – Explains the California Family Rights Leave Act.	X	
	<b>Pregnancy Disability Leave, Accommodation &amp; Job Transfer</b> (California)	X	
	<b>Benefit Continuation During Leaves of Absences</b> Explains when and how benefits maybe continued during leaves of absence.	X	
	<b>COBRA Benefits Policy</b> — 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.		
	<b>Bereavement Leave Policy</b> — 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 (X) days off of work for this purpose, up to and including the day of the funeral.	X	X
	<b>Jury Duty Policy</b> — Explains that the company will provide time off for jury duty and under what conditions employees may receive pay while serving as a juror or witness		X
	<b>Military Leave Policy</b> — Explains that the company provides military leave and re-employment rights to servicemembers.		



	<b>Lactation Policy</b> — Explains the company’s commitment to providing lactation accommodation to mothers returning to work following the birth of a child.		
	<b>Vacation Policy</b> — 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>Paid Time Off Policy</b> — 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>Parental/School Leave Policy</b> — Explains that, because the company understands the value of parental involvement with a child’s education, employees are allowed time off to attend school functions or activities related to their children’s education, as long as prior notice is provided.		X
	<b>Paid Sick Time Policy</b> — Details the definition of paid 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
	<b>Time Off to Vote Policy</b> — 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. (Up to 2 hours paid in California.)		X
	<b>Emergency Action Plan</b> — Details the company’s procedures in different types of emergencies (fire, medical, violence, etc.).	X	
	<b>Facility Access &amp; Visitors Policy</b> — 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> — Explains the importance of safeguarding corporate information assets, and the guidelines for company computer use.	X	
	<b>Attendance and Standard Working Hours Policy</b> — 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>Business Expense Reimbursement Policy</b> — 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> — Details the provision of company cars for business use to certain employees, upon approval.	X	
	<b>Company Credit Card Policy</b> — 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> — Details the importance of protecting the company’s confidential information and property, and the guidelines for doing so.	X	
	<b>Conflicts of Interest Policy</b> — 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> — Details the customer complaint process and how such complaints should be handled by the company and its employees.	X	
	<b>Direct Deposit Policy</b> — Explains your company’s direct deposit policy and the advantages of using direct deposit.	X	
	<b>Dress Code (General)</b> — Explains the company’s general dress code and reasoning behind it.	X	
	<b>Dress Code (Summer)</b> — 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.	X	
	<b>Driving While on Company Business Policy</b> — Sets the expectations for employee behavior while driving on company business.	X	
	<b>Educational Assistance Program Policy</b> — Explains the company’s Educational Assistance Program that reimburses employees for costs associated with furthering their education, assuming 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> — Lists the different classifications of employees and the criteria for each one.	X	

	<b>Employee Fraternization Policy</b> — Sets the boundaries for employee fraternization, and explains the behavior expectations for employees regarding personal and/or romantic interactions between employees in the workplace.	X	
	<b>Employee Discount Policy</b> — Explains the discount offered to employees and the allowable used of the discounts.	X	
	<b>Employee Referral Bonus Policy</b> — Explains that the company provides a bonus to employees who refer candidates that end up being hired.	X	
	<b>Employment of Relatives Policy</b> — 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.	X	
	<b>Improper Payments and Gifts Policy</b> — 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> — Explains the importance of and expectation that employees will immediately report work-related injuries and illnesses to the company.		X
	<b>Media Relations Policy</b> — 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> — 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> — 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>Meal and Rest Periods</b> — Explains the amount of time provided to employees for lunch breaks and rest periods and the timing of.		X
	<b>Overtime Pay Policy</b> — Explains when employees may be asked to work overtime, how it is authorized and how overtime is paid.		X

	<b>Pay Periods and Check Distribution Policy</b> — 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> — Explains that management will provide ongoing performance feedback to each employee, and at times, may perform formal performance evaluations.		
	<b>Personnel Records Policy</b> — Details the content that employee personnel files contain and the employee’s responsibility for keeping pertinent information up to date with the company. Also explains how employees may request to review their personnel records.		X
	<b>Phone Call Policy</b> — Explains that the company provides phones to employees for business use, and details appropriate use of Company phones.	X	
	<b>Physical Examination Policy</b> — Explains that, at times, the company requires mandatory, job-related medical examinations to ensure that employees can physically perform the essential functions of their jobs.		X
	<b>Safety Policy</b> — Reminds employees that it is important 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> — 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> — 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> — Sets the guidelines for employee behavior at company social functions, and gives examples of the types of social functions that may occur.	X	
	<b>Company Bulletin Boards</b> — Explains where official notices are posted for employees.	X	
	<b>Timekeeping</b> — Explains the requirement that employees accurately maintain time cards to track their hours, and should not punch in or out for another employee.		



	<b>Workers' Compensation Policy</b> — Details the company's policy regarding workers' compensation, and the necessary tasks employees must complete to ensure that the proper workers' compensation is paid to them.		X
<b>Appendix</b>			
	<b>Substance Abuse Control Policy</b> — This form should be signed by employees to signify that they have received a copy of the Substance Abuse Control Policy and that they have read it, understand it, and agree to abide by it.		
	<b>Receipt of Anti-Harassment Policies</b> — This form should be signed by employees to signify that they have received both the Anti-Harassment Policy and the Anti-Sexual Harassment Policy and that they have read it, understand it, and agree to abide by it.		
	<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 they have read it, understand it, and agree to abide by it. Also reiterating the At-Will Employment relationship.		