Employee Handbook Checklist

To ensure your employee handbook covers all the necessary elements, consider using the following checklist as a helpful guide:

The Basics:

☐ **Mission Statement**: Clearly articulate the organization's mission, vision, and core values.

☐ **Employee Categories**: Define different employment classifications (full-time, part-time, exempt, non-exempt) to clarify rights and benefits.

☐ **Equal Opportunity Compliance (EOC) Statement**: Include a statement affirming the commitment to equal opportunity, diversity, and non-discrimination.

☐ **Main Points of Handbook**: Highlight important policies like ADA accommodations, FMLA provisions, and religious accommodations.

Main Policies:

☐ **Work Rules & Consequences**: Outline expectations regarding attendance, punctuality, performance, and disciplinary measures for non-compliance.

☐ **Dress Code**: Define appropriate attire and grooming standards that align with the company's professional image.

☐ **Employee Benefits**: Detail the organization's benefits package, including healthcare, retirement plans, and any other additional rewards.

☐ **Discrimination**: Emphasize a zero-tolerance policy towards discrimination based on race, gender, age, religion, or any other protected characteristic.

☐ **Harassment**: Define what constitutes harassment, including sexual harassment, and provide reporting procedures for employees to follow.

☐ **Injury Reporting**: Establish guidelines for reporting workplace injuries or accidents to ensure prompt action and necessary support.

☐ **Paid Time Off (PTO):** Communicate policies regarding vacation, sick leave, personal days, and other time-off entitlements.

☐ **Substance Abuse**: Address the organization's stance on substance abuse, including drug testing policies and available resources for employee assistance.

☐ **Weapons/Smoking**: Specify the company's policies on weapons in the workplace and smoking restrictions, if applicable.

☐ **Timekeeping**: Explain how timekeeping is recorded, whether through a time clock, timesheets, or digital systems, and clarify how employees are compensated for their time.

Company Property:

☐ **Computers:** State acceptable use policies for company-provided computers, including internet and software usage.

☐ **Confidentiality:** Highlight the importance of maintaining confidentiality regarding sensitive company information, customer data, and trade secrets.

☐ **Email:** Define guidelines for appropriate email usage, confidentiality, and limitations on personal use.

☐ **Social Media:** Establish clear expectations regarding employee behavior on social media platforms, including guidelines for representing the company online