

Employee Handbook Checklist

Requirements for handbooks differ based on the size, culture, and policies of each organization. However, in general, the more of the major questions to which you can answer yes, the more complete your employee handbook will be.

	Yes	No
Do you have an employee handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Is one department or individual responsible for your handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Is that one department or individual evaluated on the handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have stated goals for the handbook?	<input type="checkbox"/>	<input type="checkbox"/>
These might include:		
Communicating with your employees	<input type="checkbox"/>	<input type="checkbox"/>
Describing your organization's culture	<input type="checkbox"/>	<input type="checkbox"/>
History of your organization	<input type="checkbox"/>	<input type="checkbox"/>
Stating the company mission, vision, and/or goals	<input type="checkbox"/>	<input type="checkbox"/>
Outlining the organization's ethical standards?	<input type="checkbox"/>	<input type="checkbox"/>
Stating policies to comply with discrimination laws	<input type="checkbox"/>	<input type="checkbox"/>
Reducing turnover	<input type="checkbox"/>	<input type="checkbox"/>
Increasing productivity	<input type="checkbox"/>	<input type="checkbox"/>
Reducing misunderstandings with employees	<input type="checkbox"/>	<input type="checkbox"/>
Reducing lawsuits	<input type="checkbox"/>	<input type="checkbox"/>
Is your handbook written in easy to understand language?	<input type="checkbox"/>	<input type="checkbox"/>
Do you review the handbook at least annually for revisions?	<input type="checkbox"/>	<input type="checkbox"/>
Has your attorney reviewed your handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Do you reserve the right to unilaterally alter your handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Do you advise employees to get interpretations or clarifications of the handbook from their supervisor?	<input type="checkbox"/>	<input type="checkbox"/>

Does the Handbook cover the following issues? (The ones marked with a (P) are Primary policies that should be included if the regulations apply to your firm.) **Check the policies that you want to include.**

Introduction

- Title Page (R)
- Welcome Message (R)
- Organization Description (R)
- Customer Relations (R)
- Employee Acknowledgement Form (P)

Employment

- Nature of Employment ("At Will") (P)
- Employee Relations
- Equal Employment Opportunity (P)
- Business Ethics and Conduct
- Hiring of Relatives (P)
- Employee Medical Examinations
- Immigration Law Compliance (P)

Employment, cont'd.

- Conflicts of Interest (R)
- Outside Employment (R)
- Non-Disclosure
- Disability Accommodation
- Job Posting

Employment Status & Records

- Employment Categories (P)
- Access to Personnel Files
- Employment Reference Checks (P)
- Personnel Data Changes
- Introductory Period (P)
- Employment Applications
- Performance Evaluation (P)
- Job Descriptions
- Salary Administration
- Health Insurance Portability Act—HIPAA (R)

Employee Benefit Programs

- Employee Benefits (P)
- Vacations Benefits (P)
- Child Care Benefits
- Holidays (P)
- Workers' Compensation Insurance
- Sick Leave Benefits (P)
- Time Off to Vote
- Bereavement Leave (P)
- Relocation Benefits
- Jury Duty (P)
- Witness Duty
- Benefits Continuations (COBRA) (P)
- Educational Assistance
- Paid Time Off (PTO)
- Health Insurance

Employee Benefits, cont'd.

- Life Insurance
- Short-Term Disability
- Long-Term Disability
- 401(k) Savings Plan
- Matching Gifts Plan
- Employee Assistance Program
- Flexible Spending Account (FSA)
- Parental Leave for School Visits (R)
- Computer Loan Program
- Community Services

Timekeeping/Payroll

- Timekeeping (P)
- Paydays (P)
- Employment Termination (P)
- Severance Pay (P)
- Pay Advances
- Administrative Pay Corrections (P)
- Pay Deductions and Setoffs (R)

Work Conditions and Hours

- Safety (P)
- Work Schedules
- Use of Phone and Mail systems
- Smoking (P)
- Rest and Meal Periods
- Overtime (P)
- Use of Equipment and Vehicles
- Emergency Closings
- Business Travel Expenses
- Visitors in the Workplace
- Computer and Email Usage (R)
- Internet Usage
- Workplace Monitoring
- Telecommuting

Work Conditions and Hours, cont'd.

- Workplace Violence Prevention (R)
- Ergonomics
- Cell Phone Usage

Leaves of Absence

- Medical Leave (P)
- Family Leave (P)
- Personal leave (P)
- Educational Leave
- Military Leave (P)
- Pregnancy-Related Absences (P)
- Sabbatical Leave

Employee Conduct & Disciplinary Action

- Employee Conduct and Work Rules (P)
- Drug and Alcohol Use (R)
- Sexual and Other Unlawful Harassment (P)
- Attendance and Punctuality (R)
- Personal Appearance (P)

Employee Conduct & Disciplinary Action, cont'd

- Return of Property
- Resignation
- Security Inspections
- Solicitation
- Drug Testing
- Progressive Discipline (R)
- Problem Resolution
- Casual Days
- Workplace Etiquette

Miscellaneous

- Life-Threatening Illnesses in the Workplace
- Recycling
- Employee Commute Options
- Suggestion Program
- Other _____
- Other _____
- Other _____
- Other _____

Need help putting together an employee handbook that meets your organizational needs and is compliant with regulations? Contact Competitive Edge Human Resources at 614-866-9378. We will work with you to build a handbook that is easily adaptable, in alignment with federal and state regulations, and reasonably priced.