

Form:

Checklist for Employee Handbooks

Description:

This is a checklist of items and policies to consider placing in an employee handbook.

CHECKLIST FOR EMPLOYEE HANDBOOKS

1. Introduction
2. At-Will Employment Policy
3. Employment Eligibility and Authorization
4. Equal Employment Opportunity/ Non-Discrimination Policy
5. Harassment Policy/ Sexual Harassment
6. Drug-Free Workplace Policy
7. Alcohol and Drug Testing Policy
8. Employee References
9. Travel and Entertainment Policy
10. Policy Regarding Hours of Work, Overtime and Pay Days
11. Employee Benefits Policy
12. Vacation Policy
13. Sick Leave Policy
14. Bereavement Leave
15. Pregnancy Disability Leave
16. Jury Duty Policy
17. Holidays
18. Email Policy
19. Technology Systems
20. Smoking Policy
21. Dress Code Policy
22. Photocopying Policy
23. Conflict of Interest Policy
24. Intellectual Property Policy
25. Termination and Discipline Policy
26. Standards of Conduct
27. Exit Interview
28. Workers' Compensation Policy
29. Cell Phone Use While Driving Policy
30. Arbitration Policy
31. Employment Handbook and At Will Employee Status Acknowledgement