

Employee Handbook Checklist

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

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

Does the Handbook cover the following issues?

Introduction

Title Page (R)	<input checked="" type="checkbox"/>
Welcome Message (R)	<input checked="" type="checkbox"/>
Organization Description (R)	<input checked="" type="checkbox"/>
Customer Relations (R)	<input checked="" type="checkbox"/>
Employee Acknowledgement Form (P)	<input checked="" type="checkbox"/>

Employment

Nature of Employment (“At Will”) (P)	<input checked="" type="checkbox"/>
Employee Relations	<input checked="" type="checkbox"/>
Equal Employment Opportunity (P)	<input checked="" type="checkbox"/>
Business Ethics and Conduct	<input checked="" type="checkbox"/>
Hiring of Relatives (P)	<input checked="" type="checkbox"/>
Employee Medical Examinations	<input checked="" type="checkbox"/>
Immigration Law Compliance (P)	<input checked="" type="checkbox"/>

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.

- 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

Life Insurance

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.