

## Employee Handbook Checklist



The following checklist is designed to assist you in developing an employee handbook that is suitable for your organization. The topics included are general/sample topics and not specific to any organization. Some may not apply to your organization and therefore this checklist should be used as a starting point to create a handbook that accurately reflects your business, its philosophy and culture.

### Section 1: About Your Company

- Welcome
- Company History
- Mission Statement/Vision/Values
- Important Information About Handbook/Disclaimer

### Section 2: Respectful Workplace

- Expectations
- Equal Employment Opportunity Statement
- Harassment and Offensive Behavior
- Workplace Bullying
- Disability Accommodation
- Religious Accommodation

### Section 3: Compensation

- Compensation Philosophy Statement
- Employment Classifications
- Hours of Work
- Meal and Other Break Periods
- Call-Back Pay
- On-Call Pay
- Shift Premium
- Overtime
- Paydays
- Pay Deductions
- Pay Program
- Time Reporting

### Section 4: Benefits

- General Benefits Information
- Continuation of Medical Coverage (COBRA)
- Employee Assistance Program (EAP)
- Flexible Spending Account Plan (FSA)
- Health Savings Account Plan (HSA)
- Insurance Plans
- Long-Term Disability (LTD)
- Short-Term Disability (STD)
- Profit Sharing Plan
- Tuition Reimbursement
- Unemployment Insurance
- Volunteerism
- Workers' Compensation
- 401(k) Plan

### Section 5: Attendance & Time Away From Work

- Attendance Expectations
- Emergency Closings
- Holidays
- Leaves of Absence
- Other Time Off
- Paid Sick Leave
- Paid Time Off (PTO)
- Personal Days
- Sick Time
- Vacation

## Section 6: Time At Work

- Background Investigations
- Business Ethics/Conflicts of Interest
- Communication Systems
- Company Devices (BYOD)
- Company Communication/Intranet/  
Bulletin Boards
- Company Property
- Confidentiality
- Corrective Action
- Drugs and Alcohol
- Employee Appearance
- Employee Relations
- Employment of Relatives
- Employment Records
- Employee Referrals
- Expense and Travel Reimbursement
- Internal Job Opportunities
- Layoffs/Recall
- Lockers
- Office Etiquette

- Outside Employment
- Parking
- Performance Evaluations
- Personnel Records
- Phone Use
- References
- Safety
- Searches
- Security
- Social Media
- Solicitation
- Termination and Resignation
- Tobacco Use/Smoking/E-cigarettes
- Uniforms
- Vehicles
- Visitors
- Weapons
- Whistleblower
- Workplace Violence

## Section 7: Sign-Off Form

- Employee Acknowledgement Form

Need help reviewing your handbook? Don't have a handbook? MRA's [Handbook](#) experts can help you!

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