



# THE EMPLOYEE HANDBOOK CHECKLIST



The more questions to which you answer “yes,” the more extensive your employee handbook.

***Make sure your employee handbook is ticking all the boxes. Select your answer to these common employee handbook requirements.***

**Yes      No**

Do you have an employee handbook?

Is one department or individual responsible for your handbook?

Is that one department or individual:

    Evaluated on the handbook?

    Rewarded on the basis of efforts with respect to the handbook?

Do you have stated goals for the handbook, such as:

    Communicating with employees?

    Describing your corporate culture?

    Giving a history of the company?

    Stating the company’s goals?

    Stating the company’s ethical standards?

    Showing compliance with discrimination, leave, pay, and other laws?

    Reducing turnover?

    Increasing productivity?

    Reducing misunderstandings with employees?

    Avoiding employment contracts?

    Reducing lawsuits?

Is the handbook written in easy-to-understand language?

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**Yes**      **No**

Do you review the handbook at least annually:

To ensure that it is meeting its goals?

For revisions needed because of policy, legal, or other changes?

Have you requested that your attorney review your handbook?

Do you reserve the right to unilaterally alter your handbook?

Do you have a handbook orientation meeting for all employees?

Do you require employees to sign an acknowledgment stating that they received the handbook and that employment is at will?

Do you advise employees to obtain interpretations or clarifications of the handbook from their supervisors?

Does the handbook address the following issues:

Absences, attendance, and punctuality?

Access to medical records? (42 USC 29 CFR 825.500)

Access to personnel files?

Affirmative action? (41 CFR Part 60-1)

Benefits?

Bereavement leave?

Bonus pay?

Bulletin boards?

Business expense reimbursement?

Business travel?

Call-in pay?

Cell phones?

Check cashing?

Childcare benefits?

Confidentiality?

Conflict of interest?

Communicable and infectious diseases?

Customer relations?

Deductions from pay? (29 CFR 531.36 and 29 CFR 531.37)

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Yes No

- Direct deposit?
- Disability? (42 USC 12102)
- Disciplinary procedures?
- Discounts for employees?
- Dress and grooming standards?
- Diversity, equity, and inclusion?
- Domestic violence leave?
- Dress and appearance standards?
- Drug and alcohol use?
- Drug-Free Workplace Act? (41 USC 701 et seq.)
- Drug testing?
- Educational aid?
- Eldercare benefits?
- Electronic monitoring?
- E-mail Use?
- Emergency closings?
- Employee assistance program?
- Employee lockers?
- Employment classification?
- Employment-at-will?
- Entertainment expenses?
- Equal employment opportunity? (42 USC 2000e)
- Error in pay?
- Evaluations?
- Exempt/nonexempt? (29 CFR 541)
- Exit interviews?
- Expense reimbursement?
- Falsification of employment records?
- Family and Medical Leave Act? (29 CFR 825.301)
- Fighting?
- Fitness for duty? (42 USC 12112(d))

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Yes No

- Flexible work arrangements?
- Garnishments? (29 CFR 870.1 et seq.)
- Harassment? (42 USC 2000e et seq.)
- Hazard communications? (29 CFR Sec. 1910.1200(b))
- Holidays?
- Hours of work? (29 CFR 785.11 et seq.)
- Inclement weather?
- Insider trading of publicly held stock?
- Internet use?
- Investigations?
- Job posting?
- Job sharing?
- Jury duty? (28 USC 1875)
- Lactation breaks?
- Layoffs and recalls?
- Leave of absence?
- Loans?
- Lost and found?
- Mail?
- Media relations?
- Medical examinations? (42 USC 12112(d))
- Military leave? (38 USC 4301 et seq.)
- Moonlighting?
- Motor vehicle safety?
- Moving expenses?
- Nepotism?
- Off-duty conduct?
- On-call pay? (29 CFR 785.17)
- Open-door?
- Orientation period?
- Overtime? (29 CFR 778.101 et seq.)

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**Yes**      **No**

- Paid time off (if no separate vacation/sick days)?
- Parking?
- Pay advances?
- Paydays?
- Pay increases?
- Performance standards?
- Personal devices?
- Pregnancy accommodation?
- Promotions?
- Reasonable accommodation? (42 USC 12112(b)(5))
- Reemployment?
- Reference requests?
- Resignation?
- Rest and meal periods? (29 CFR 785.18 and 29 CFR 785.19)
- Retaliation?
- Retirement?
- Safety? (29 USC 651)
- School visitation leave?
- Security?
- Severance pay or pay in lieu of notice?
- Sexual harassment? (29 CFR 1604.11)
- Sick leave?
- Smoking and vaping?
- Solicitation and distribution?
- Suggestion?
- Telecommuting?
- Telephone use?

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**Yes**      **No**

- Termination/resignation?
- Timekeeping procedures? (29 CFR 516.2)
- Transfers?
- Use of company equipment?
- Vacation?
- Vendor relations?
- Visitors?
- Voice and electronic mail?
- Voting leave?
- Witness duty?
- Work-related injuries and illnesses?
- Work rules and conduct?
- Workweek? (29 CFR 778.103, 29 CFR 778.105)
- Workers' compensation?