**EMPLOYEE HANDBOOK SAMPLE POLICIES**

**insight. strategy. results.**

**Introduction**

\_\_\_\_ President’s Message

\_\_\_\_ Mission Statement

\_\_\_\_ Company Values

\_\_\_\_ Code of Ethics

\_\_\_\_ Professionalism

\_\_\_\_ History of the Company

\_\_\_\_ Organizational Structure

\_\_\_\_ About Your Handbook

**Employment**

\_\_\_\_ At Will - About Your Employment

\_\_\_\_ Equal Employment Opportunity

\_\_\_\_ Affirmative Action

\_\_\_\_ ADA – Disabilities

\_\_\_\_ Employment Definitions

\_\_\_\_ FLSA Classifications

\_\_\_\_ Immigration Policy (I-9)

\_\_\_\_ Job Posting

\_\_\_\_ Job Descriptions

\_\_\_\_ Employee Referral Program

\_\_\_\_ Nepotism

\_\_\_\_ Personnel Files

\_\_\_\_ Outside Employment

\_\_\_\_ Conflicts of Interest

\_\_\_\_ Non-Competes

\_\_\_\_ Terminations

\_\_\_\_ Resignation

\_\_\_\_ Employment Verification and References

\_\_\_\_ Exit Interviews

**Pay and Performance Practices**

\_\_\_\_ Pay Practices

\_\_\_\_ Direct Deposit

\_\_\_\_ Timekeeping

\_\_\_\_ Payroll Deductions

\_\_\_\_ Office Hours

\_\_\_\_ Work Hours

\_\_\_\_ Breaks

\_\_\_\_ Overtime

\_\_\_\_ Performance Evaluations

\_\_\_\_ Salary Reviews/Increases

\_\_\_\_ Expense Reimbursement

\_\_\_\_ Travel

\_\_\_\_ Company Vehicles

\_\_\_\_ Personal Use of Automobiles

\_\_\_\_ Company Credit Cards

**Rules and Personal Conduct**

\_\_\_\_ Orientation Period

\_\_\_\_ Rules of Conduct

\_\_\_\_ Harassment

\_\_\_\_ Bullying

\_\_\_\_ Open Door Policy

\_\_\_\_ Grievances

\_\_\_\_ Attendance

\_\_\_\_ Alcohol and Controlled Substances

\_\_\_\_ Computers, Internet, Email

\_\_\_\_ Social Media

\_\_\_\_ Confidential Information

\_\_\_\_ Customer Service

\_\_\_\_ Dress Code Guidelines

\_\_\_\_ Parking

\_\_\_\_ Property - Company

\_\_\_\_ Property - Personal

\_\_\_\_ Smoking

\_\_\_\_ Solicitation

\_\_\_\_ Telephone Use/Cell Phones

\_\_\_\_ Visitors

\_\_\_\_ Whistleblowing

\_\_\_\_ Workplace Threats and Violence

\_\_\_\_ Vehicle Use

\_\_\_\_ Bulletin Boards

\_\_\_\_ Tuition Reimbursement

\_\_\_\_ Continuing Education

\_\_\_\_ Training and Development

\_\_\_\_ Memberships and Dues

\_\_\_\_ Employee Discounts

**Time Off Benefits**

\_\_\_\_ Breaks

\_\_\_\_ Holidays

\_\_\_\_ Personal Holidays

\_\_\_\_ PTO - Paid Time Off

\_\_\_\_ Vacation

\_\_\_\_ Sick Days

\_\_\_\_ Family and Medical Leave

\_\_\_\_ Parental Leave

\_\_\_\_ Personal Leave

\_\_\_\_ Military Leave

\_\_\_\_ School / Conference Leave

\_\_\_\_ Bereavement Leave

\_\_\_\_ Jury Duty

\_\_\_\_ Voting

**Employee Benefits**

\_\_\_\_ Medical Insurance

\_\_\_\_ Dental Insurance

\_\_\_\_ Life Insurance

\_\_\_\_ Disability Coverage

\_\_\_\_ COBRA Benefit Continuation

\_\_\_\_ Flexible Spending Accounts

\_\_\_\_ 401(k) Investment Plan

\_\_\_\_ Profit Sharing Plan

\_\_\_\_ Employee Assistance Program

**Safety and Health**

\_\_\_\_ Safety in the Workplace

\_\_\_\_ Workplace Related Accidents and Illness

\_\_\_\_ Workers’ Compensation

\_\_\_\_ Emergency Closings

**OTHER ORGANIZATION-**

**SPECIFIC POLICIES**

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