



## EMPLOYEE HANDBOOK CHECKLIST

### Introduction

- President's Message
- Mission Statement
- Company Values
- Code of Conduct/Ethics
- Professionalism
- History of the Company
- Organizational Structure
- About Your Handbook

### Employment

- At Will / About Your Empt
- Equal Employment Oppor
- Affirmative Action
- ADA – Disabilities
- Pregnancy Accomn
- Employment Definitions
- FLSA Classifications
- Immigration Policy (I-9)
- Job Posting
- Job Descriptions
- Employee Referral Program
- Nepotism
- Personnel Files
- Telecommuting
- Outside Employment
- Conflicts of Interest
- Non-Competes
- Terminations
- Resignation
- Employment Verification  
and References
- Exit Interviews

### Pay and Performance Practices

- Compensation
- Pay Practices
- Direct Deposit
- Timekeeping
- Payroll Deductions
- Office Hours
- Work Hours
- Breaks / Nursing Mothers
- Overtime
- Performance Evaluations
- Salary Reviews/Increases
- Expense Reimbursement
- Travel
- Company Vehicles
- Personal Use of Autos
- Use of Company Credit Cards

### Rules and Personal Conduct

- Orientation/Intro Period
- Rules of Conduct
- Disciplinary Action
- Harassment
- Bullying
- Open Door Policy
- Grievances
- Attendance
- Alcohol and Drugs
- Confidential Info
- Customer Service
- Professionalism
- Dress Code
- Parking
- Tel Use/Cell Phones
- Computers
- Internet, Email
- Social Media
- Property - Company
- Property – Personal
- Intellectual Property
- Smoking
- Solicitation
- Visitors
- Whistleblowing
- Workplace Violence
- Vehicle Use
- Bulletin Boards
- Tuition Reimbursement
- Continuing Education
- Training and Development
- Memberships and Dues
- Employee Discounts
- Gifts / Gratuities

### Time Off Benefits

- Holidays
- Personal Holidays
- PTO - Paid Time Off
- Vacation
- Sick Days
- Family and Medical Leave
- Parental Leave
- Personal Leave
- Military Leave
- School / Conf Leave
- Bereavement Leave
- Jury Duty
- Voting

### Employee Benefits

- Medical Insurance
- Dental Insurance
- Life Insurance
- Disability Coverage
- COBRA
- Flexible Spending Accounts
- 401(k) Investment Plan
- Profit Sharing Plan
- Employee Assistance Program

### Safety and Health

- Health and Safety
- Workplace Related  
Accidents and Illness
- Workers' Compensation
- Emergency Closings

### OTHER ORGANIZATIONAL SPECIFIC POLICIES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_