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| Elements of an Employee Handbook |

Your company’s handbook should be more than a compilation of rules and regulations that your employees must live by in the workplace. There are other things that you may want to put in your handbook as well.

Following is a list of the types of information that can be added to your company’s handbook. Most of the items are optional, however federal or state law may require you to provide a written policy. It will be necessary for your company to review your individual state’s requirements to ensure compliance within that state.

* welcome and introduction
* purpose of handbook
* company mission statement
* statement emphasizing importance of good customer service
* background information about company
* business's position on unions, if the makeup of the workforce suggests union activity is possible
* employment at-will
* equal employment opportunities
* harassment
* sexual harassment
* suggestion and complaint procedures
* work rules and policies
* introductory or probationary period
* employee's role and responsibilities
* hours of work
* lunch periods and breaks
* overtime policy
* attendance and punctuality
* time cards
* personnel records
* paydays
* payroll deductions
* garnishments
* wage and performance reviews
* promotions
* layoff or recall
* resignation or termination
* bulletin boards
* telephone usage
* voice mail and electronic mail
* benefits
* holidays
* vacations
* hospital and medical insurance
* life insurance
* disability benefits
* pension and profit-sharing plans
* training
* school or educational assistance program
* service awards
* workers' compensation
* unemployment insurance
* sick leave
* disability leave
* family and medical leave
* personal leave
* funeral leave
* jury duty leave
* military leave
* safety
* emergency procedures
* medical services
* personal protective equipment
* safety rules
* how to report accidents
* weapons in the workplace
* smoking in the workplace
* drugs and alcohol in the workplace
* standards of conduct
* corrective discipline procedure
* confidentiality
* summary and acknowledgment
* disclaimers reviewed by your lawyer