CHECKLIST: **POLICIES TO INCLUDE IN EMPLOYEE HANDBOOK**

\_\_  Introduction

\_\_  Equal Employment Opportunity Statement paragraph 3

\_\_  At-will employment

\_\_  New hires

\_\_  Introductory period

\_\_  Benefits

\_\_  Paid leave policies

\_\_  Statutory leaves such as jury duty, military leave, leave caused by domestic violence, sexual assault and stalking

\_\_  Unpaid leave policies

\_\_  On-the-job injuries, workers’ compensation claims

\_\_  Medical examinations

\_\_  Personnel records

\_\_  Confidential information

\_\_  Regulation of outside employment

\_\_  Drug and alcohol policy

\_\_  Inspection of work stations and personal belongings

\_\_  E-mail, voicemail, and computer policies, including social media policies

\_\_  Violence prevention

\_\_  Policy against harassment

\_\_  Rules of conduct, discipline, and termination

\_\_  Performance evaluations

\_\_  Separation procedures

\_\_  Acknowledgment of receipt of employee handbook