

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