

**JOAN K. USTIN & ASSOCIATES, LLC**  
*Employee Handbook Checklist*

- 1. Employee Acknowledgment Form/Disclaimer** \_\_\_\_\_
  
- 2. Introduction.**
  - Welcome Message from CEO \_\_\_\_\_
  - Employment-at-will declaration \_\_\_\_\_
  
- 3. Organization Background**
  - Mission, values, culture \_\_\_\_\_
  - History \_\_\_\_\_
  - Products/services \_\_\_\_\_
  - Organization structure \_\_\_\_\_
  
- 4. EEO-Affirmative Action Statement (*minimum 15 employees*)** \_\_\_\_\_
  
- 5. Employment**
  - Employee status (full-time, part-time, etc.) \_\_\_\_\_
  - Work hours, breaks \_\_\_\_\_
  - Time keeping \_\_\_\_\_
  - Personnel records \_\_\_\_\_
  - Immigration law compliance \_\_\_\_\_
  - Performance appraisal \_\_\_\_\_
  - Training and education \_\_\_\_\_
  - Termination/separation procedures \_\_\_\_\_
  
- 6. Pay**
  - Wage and salary policy \_\_\_\_\_
  - Salary increases \_\_\_\_\_
  - Paydays \_\_\_\_\_
  - Paychecks/direct deposit \_\_\_\_\_
  - Advances \_\_\_\_\_
  - Overtime \_\_\_\_\_
  - Deductions \_\_\_\_\_
  - Garnishments \_\_\_\_\_
  
- 7. Safety and Health**
  - Safety rules \_\_\_\_\_
  - Emergency procedures \_\_\_\_\_
  - Medical services \_\_\_\_\_
  - Return to work policy \_\_\_\_\_
  - Drug-free workplace/substance abuse \_\_\_\_\_
  - Smoking \_\_\_\_\_
  - Weapon-free workplace \_\_\_\_\_
  
- 8. Organization Standards and Rules**
  - Code of conduct \_\_\_\_\_
  - Disciplinary actions \_\_\_\_\_
  - Harassment \_\_\_\_\_

Outside employment \_\_\_\_\_  
Conflict of interest \_\_\_\_\_  
Absence/tardiness \_\_\_\_\_  
Use of telephone and other office equipment \_\_\_\_\_  
Use of email, voice mail, internet, social media \_\_\_\_\_  
Cell Phone Use \_\_\_\_\_  
Security \_\_\_\_\_  
Contributions/solicitations \_\_\_\_\_  
Dress code \_\_\_\_\_  
Personal information/destruction policy \_\_\_\_\_

**9. Legislated Employee Benefits**

Worker's compensation \_\_\_\_\_  
FICA (Social Security) \_\_\_\_\_  
Unemployment compensation \_\_\_\_\_  
Military duty/leave \_\_\_\_\_  
Jury duty \_\_\_\_\_  
FMLA (*minimum 50 employees*) \_\_\_\_\_  
Time off to vote \_\_\_\_\_

**10. Insured Employee Benefits**

Group health insurance \_\_\_\_\_  
Life insurance \_\_\_\_\_  
Long-term disability \_\_\_\_\_  
Short-term disability \_\_\_\_\_

**11. Voluntary Employee Benefits**

Vacation \_\_\_\_\_  
Holidays \_\_\_\_\_  
Retirement plan \_\_\_\_\_  
Tuition reimbursement \_\_\_\_\_  
Leaves of absence \_\_\_\_\_  
Sick pay \_\_\_\_\_  
Personal time-off \_\_\_\_\_  
Death in family \_\_\_\_\_  
Severance pay \_\_\_\_\_  
Employee Assistance Program \_\_\_\_\_

**12. Employee Relations**

Grievance procedure \_\_\_\_\_  
Bulletin boards \_\_\_\_\_  
Suggestion program \_\_\_\_\_  
Newsletter \_\_\_\_\_  
Recreation and social activities \_\_\_\_\_  
Childcare \_\_\_\_\_  
Eldercare \_\_\_\_\_  
Recognition programs \_\_\_\_\_