



**Employee Handbook Checklist**

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



	Absence/tardiness	_____
	Telephone use	_____
	Internet use	_____
	Cell Phone Use	_____
	Security	_____
	Contributions/solicitations	_____
	Garnishments	_____
<b>8.</b>	<b>Legislated Employee Benefits</b>	
	Worker's compensation	_____
	FICA (Social Security)	_____
	Unemployment compensation	_____
	Military duty	_____
	Jury duty	_____
	FMLA	_____
	Time off to vote	_____
<b>9.</b>	<b>Insured Employee Benefits</b>	
	Group health insurance	_____
	Life insurance	_____
	Long-term disability	_____
	Short-term disability	_____
<b>10.</b>	<b>Voluntary Employee Benefits</b>	
	Vacation	_____
	Holidays	_____
	Stock purchase	_____
	Savings plan	_____
	Credit union	_____
	Retirement plan	_____
	Tuition reimbursement	_____
	Leaves of absence	_____
	Sick pay	_____
	Death in family	_____
	Cafeteria/lunchroom	_____
	Profit-sharing	_____
	Severance pay	_____
	Special privileges	_____
	Employee Assistance Program	_____
<b>11.</b>	<b>Employee Relations</b>	
	Performance appraisal	_____
	Grievance procedure	_____
	Bulletin boards	_____



Suggestion system	_____
Newsletter	_____
Recreation and social activities	_____
Child care	_____
Elder care	_____
Recognition programs	_____

*Adapted from "Writing a Human Resources Manual," Crisp Publications, Inc., Menlo Park, CA*