



California Employee Handbook Policies

California employers have more legal obligations than anyone else in the country. While it is not required that you have an employee handbook, most companies do, and they include both legal mandates and company policies. This list of policies is derived from the ThinkHR employee handbook builder, which I helped to create. If you would like to obtain access to ThinkHR for your company please let me know.

While it is not part of their program, I also encourage you to add provisions that educate about your company vision, mission, values, goals and culture. The add some pictures and graphics and you'll have a great handbook!

Introductory Language and Policies

- Welcome
- At-Will Employment
- About the Company
- Ethics Code
- Mission Statement
- Revisions to Handbook
- Company Organization
- Company Facilities

Hiring and Orientation Policies

- EEO Statement and Non-Harassment Policy
- Affirmative Action Policy for Government Contractors
- Disability Accommodation
- Religious Accommodation
- Posting of Openings
- Conflicts of Interest
- Employment of Relatives and Friends
- Job Descriptions
- New Employees and Introductory Periods
- Training Program
- Employment Authorization Verification

Wage and Hour Policies

- Introduction

- Pay Period
- Paycheck Deductions
- Direct Deposit
- Posting of Work Schedules
- Recording Time
- Travel Time Pay
- Overtime Authorization for Nonexempt Employees
- Attendance Policy
- Job Abandonment
- Travel Expenses
- Business Expenses
- Use of Company Credit Cards
- Rest and Meal Periods
- Accommodations for Nursing Mothers
- Pay Transparency Policy for Federal Contractors

Performance, Discipline, Layoff, and Termination

- Performance Improvement
- Promotions
- Pay Raises
- Workforce Reductions (Layoffs)
- Transfer
- Standards of Conduct
- Criminal Activity/Arrests
- Disciplinary Process
- Outside Employment

- Problem-Solving Procedure
- Termination
- Exit Interview
- Post-Employment Reference Policy

General Policies

- Driving Record
- Telecommuting Policy
- Use of Company Vehicles
- Authorization for Use of Personal Vehicle
- Notice of GPS Monitoring Policy of Company Vehicles
- Personnel and Medical Records
- Employee Privacy and Right to Inspect
- Voicemail, Email, and Internet Policy
- Social Media Policy
- Employee Suggestions/ Open Door Policy
- Company Bulletin Boards
- Inclement Weather/ Office Closing
- Nonsolicitation/ Nondistribution Policy
- Personal Appearance
- Company Social Events



- Payroll Advances and Loans
- Telephone Use
- Company-Provided Cell Phone/Mobile Device Policy
- Personal Cell Phone/Mobile Device Use
- Mail Use
- Off-Duty Use of Company Property or Premises
- Security
- Computer Security and Copying of Software
- Third Party Disclosures
- Employee Incentive Programs
- Personal Data Changes
- Whistleblower Policy

Benefits and Leaves

- Regular Full-Time Employees
- Regular Part-Time Employees
- Temporary Employees
- Exempt Employees
- Health Insurance
- Disability Insurance
- Life Insurance
- Employee Assistance Program
- Dental Insurance
- Vision Care Insurance
- Pension and Profit-Sharing Plan
- 401(k) Plan
- Stock Option Plan

- Continuing Education Policy and Tuition Assistance
- Holiday Pay
- Paid Time Off (PTO)
- Vacation Policy
- Paid Sick Leave (Accrual Method)
- Paid Sick Leave (Lump Sum Method)
- Volunteer Firefighters, Reserve Police Officers and Emergency Responders Leave
- Leaves of Absence (Non-FMLA Covered Employers)
- Leaves of Absence (FMLA Covered Employers 50+)
- Family and Medical Leave of Absence Policy, Including Military Leaves
- New Parent Leave (California 20+)
- Pregnancy Disability Leave of Absence Policy (California 5-49)
- Federal Contractor Paid Sick Leave (Accrual Method)
- Federal Contractor Paid Sick Leave (Lump Sum Method)
- Military Leave (USERRA)
- Jury and Court Duty
- Witness Duty
- Voting Leave
- Time Off for Victims of Domestic Violence

- Crime Victim Leave
- Leave to Attend Court Proceedings for Serious Crimes
- School and Child Care Activities Leave
- Organ and Bone Marrow Donor Leave
- Bereavement Leave
- Workers' Compensation Insurance
- Unemployment Compensation Insurance
- COBRA
- Severance Pay

Safety and Loss Prevention

- General Safety Policy
- Drug and Alcohol Policy
- Drug Free Workplace
- Nonsmoking Policy
- Policy Against Violence

Trade Secrets and Inventions

- Employee Inventions
- Confidentiality and Nondisclosure of Trade Secrets

Customer Relations

- Products and Services Knowledge
- Customer, Client, and Visitor Relations

Closing Statement

Acknowledgment of Receipt and Review



If any questions about employee handbooks, don't hesitate to contact me.

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