



Employee Handbook Provisions

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.

This list is generic to all employers. Your state may generate additional policy requirements. For example, see the California Employee Handbook Provisions

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
- Transfer
- Workforce Reductions (Layoffs)
- Standards of Conduct
- Criminal Activity/Arrests
- Drug and Alcohol Policy
- Disciplinary Process
- Problem-Solving Procedure
- Outside Employment
- 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
- 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

- Regular Full-Time Employees
- Regular Part-Time Employees
- Temporary Employees
- Exempt Employees
- Health Insurance
- Disability Insurance
- Life Insurance
- 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)
- Leaves of Absence (Non-FMLA Covered Employers 49-)
- Leaves of Absence (FMLA Covered Employers 50+)
- 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
- Crime Victim Leave

- Time Off for Victims of Domestic Violence
- 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
- 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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