

Policy and Handbook Checklist

Though handbooks can contain more than the following, we recommend that if you are going to build your own policies and create your own handbook, make certain these areas are covered.

Once created, we highly recommend that you have an employment law attorney look over them before you deliver them to your employees.

In addition, each employee should sign an acknowledgement that they received and understand the policies. You should keep these acknowledgement forms in the employee's file and issue new ones any time you make changes to your policies and handbook.

Equal Employment Opportunity and Immigration Law Compliance

Employment Policies and Procedures

- Criminal Convictions**
- Evaluation Period**
- Personnel Files**
- Reference Checks**
- Separation of Employment**
- Wage payment**

Work Schedule, Office Hours and Payroll

- Work Schedules**
- Compensation**
- Wage Increases**
- Change of Status**
- Garnishments and Support Orders**
- Employee Performance**
- Evaluations**
- Termination of Employment**
- Resignation**

Workplace Standards

- Worker's Compensation**
- Workplace Safety Rules**
- Smoking**
- Cleanliness of Office Areas**
- Outside Employment and Activities**
- Theft, Misappropriation and Destruction of Property**

Employee Relations

- Problem Resolution**
- Problems with Co-Workers**

Problems with Policies

Problems with Management

Employee Conduct

Standards of Conduct

Employment At-Will

Discrimination and Harassment

Sexual Harassment

Drug-Free Workplace

Workplace Bullying

Violence in the Workplace Policy

Confidentiality

Ethics and Personal Conduct

Solicitations

Customer Relations

Computer, E-Mail, Internet, Fax Machine and Telephone Usage

Progressive Discipline Policy and Procedure

Immediate Termination

Employee Benefits, Paid Time Off (PTO) and Other Leave

Benefits

Leave

Holidays

Paid Time Off

Your business ▪ it all begins and ends with people.

