

Basic items to be included in your employee handbook

For most small companies and small not-for-profit organizations, an employee handbook that includes the following areas should suffice:

General

- Purpose of the Employee Handbook
- Equal Opportunity Policy
- New Hire Policy
- Harassment and Discrimination Policy
- Open Door Policy
- Confidential Information
- Computer Use Policy
- Social Media Policy
- Employment at Will
- Immigration Law Compliance
- Employment Categories
- Work Hours
- Alcohol and Drug Policy
- Personal Appearance Policy
- Return of Property
- Solicitation Policy

Timekeeping and Payroll

- Timekeeping Procedures
- Pay Periods and Dates
- Payroll Deductions
- Work Conditions
- Violence in the Workplace
- Workplace Safety
- Drug Free Workplace Policy
- Employee Conduct and Disciplinary Action

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Benefits

- Compensated Absences
 - Sick
 - Personal
 - Vacation
 - Holidays
 - Bereavement
 - Jury Duty
 - Military
 - Maternity/Paternity
- Health Insurance
- Worker's Compensation Insurance
- Continuation of Healthcare Benefits
- 401K
- Expense Reimbursement

