

EMPLOYEE HANDBOOK CHECKLIST



***The more questions to which you answer “yes,”
the more extensive your employee handbook.***

Yes No

Do you have an employee handbook?

Is one department or individual responsible for your handbook?

Is that one department or individual:

 Evaluated on the handbook?

 Rewarded on the basis of efforts with respect to the handbook?

Do you have stated goals for the handbook, such as:

 Communicating with employees?

 Describing your corporate culture?

 Giving a history of the company?

 Stating the company’s goals?

 Stating the company’s ethical standards?

 Stating policies to comply with discrimination laws?

 Reducing turnover?

 Increasing productivity?

 Reducing misunderstandings with employees?

 Avoiding employment contracts?

 Reducing lawsuits?

Is the handbook written in easy-to-understand language?

Do you review the handbook at least annually:

 To ensure that it is meeting its goals?

 For revisions needed because of policy, legal, or other changes?

Have you requested that your attorney review your handbook?

Do you reserve the right to unilaterally alter your handbook?

Do you have a handbook orientation meeting for all employees?

Do you require employees to sign an acknowledgment stating that they received the handbook and that employment is at will?

Do you advise employees to obtain interpretations or clarifications of the handbook from their supervisors?

EMPLOYEE HANDBOOK CHECKLIST (cont.)



Does the handbook address the following issues:

Yes

No

Absences/attendance?

Access to medical records? (42 USC 12101; 29 CFR 825.500, 45 CFR 160.103)

Access to personnel files?

Affirmative action?

Background checks?

Benefits?

Bereavement leave?

Bonus pay?

Bulletin boards?

Business travel?

Call-in pay?

Cell phones?

Check cashing?

Childcare benefits?

Consolidated Omnibus Budget Reconciliation Act (COBRA)? (29 USC 1161)

Confidentiality?

Conflict of interest?

Contagious disease policy?

Customer relations?

Deductions from pay? (29 CFR 531.36 and 29 CFR 531.37)

Direct deposit?

Disability? (42 USC 12102 and 42 USC 12112)

Discipline?

Discounts for employees?

Diversity?

Drug-Free Workplace Act? (41 USC 701 et seq.)

Drug testing?

Educational aid?

Eldercare benefits?

EMPLOYEE HANDBOOK CHECKLIST (cont.)



Yes **No**

E-mail?
Emergency closings?
Employee assistance program?
Employee lockers?
Employment classification?
Employment-at-will policy?
English-only policy?
Entertainment expenses?
Equal opportunity policy? (42 USC 2000e to 2000e17)
Error in pay?
Evaluations?
Exempt/nonexempt? (29 USC 201; 29 CFR 541)
Exit interviews?
Expense reimbursement?
Falsification of employment records?
Family and Medical Leave Act? (29 CFR 825.301)
Faxes?
Fighting?
Fitness for duty? (42 USC 12112(d))
Flextime?
Garnishments? (29 CFR 870.1 et seq.)
Grooming standards?
Harassment? (42 USC 2000e to 2000e17)
Hazard communications? (29 CFR Sec. 1910.1200(b))
Holidays?
Hours of work? (29 CFR 785.11 et seq.)
Immigration policy? (8 USC 1324a and 8 USC 1324b)
Inclement weather?
Insider trading of publicly held stock?
Internet use?

EMPLOYEE HANDBOOK CHECKLIST (cont.)



Yes **No**

Investigations?
Job posting?
Job sharing?
Jury duty? (28 USC 1875)
Lateness?
Layoffs and recalls?
Leave of absence policy?
Loans?
Lost and found?
Mail?
Media relations?
Medical examinations? (42 USC 12112(d))
Military leave?
Moonlighting?
Motor vehicle safety?
Moving expenses?
Nepotism?
Off-duty conduct?
On-call pay? (29 CFR 785.16 and 29 CFR 785.17)
Open-door policy?
Orientation period?
Overtime? (29 CFR 778.101 et seq.)
Parking?
Pay advances?
Paydays? (29 CFR 531.27, 29 CFR 531.35, and 29 CFR 778.103)
Pay increases?
Performance standards?
Progressive discipline?
Promotions?
Reasonable accommodation? (42 USC 12112(b)(5))

EMPLOYEE HANDBOOK CHECKLIST (cont.)



Yes **No**

Recording communications? (18 USC 2701 et seq.)

Reemployment?

Reference requests?

Resignation?

Rest and meal periods? (29 CFR 785.18 and 29 CFR 785.19)

Retaliation?

Safety policy? (29 USC 651)

Security?

Severance pay or pay in lieu of notice policy?

Sexual harassment policy? (42 USC 2000e to 2000e17)

Smoking?

Solicitation policy?

Suggestion policy?

Telecommuting?

Telephone use?

Termination/resignation?

Time sheets or time cards? (29 CFR 516.2)

Transfers?

Uniformed service law? (38 USC 4301 et seq.)

Use of company equipment?

Use of intoxicants?

Vacation?

Vendor relations?

Visitors?

Voice and electronic mail?

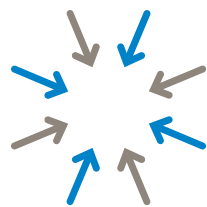
Witness duty?

Work-related injuries?

Work rules?

Workweek? (29 CFR 778.103, 29 CFR 778.104, and 29 CFR 778.105)

Workers' compensation?



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- Alisha Chappell,
Express Employment Professionals