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Recommended Employee Handbook Topics

Employee handbooks can help you maintain the “Employment-at-Will” status of your employees. To do so, include the following items in your employee handbook or manual. Include additional items that are helpful, but specific to your operation. Remember to have your manual reviewed by your attorney before it is implemented.

TOPIC LIST

Introduction to the handbook

Introduction to the company

Mission statement

Disclaimer and confirmation of employment-at-will status

Notice of right to revise the handbook

Equal employment opportunity and non-discrimination policy

Policy prohibiting retaliation

Policy against harassment and acknowledgment form

Sexual harassment investigation policy and complaint form

Mandatory arbitration provision

Introductory period (not “probationary period”)

Policy regarding drugs and alcohol

No smoking policy

Company property

Code of conduct

Open door policy

Dating / personal relationship policy

Internal complaint review procedure

Confidential information policy

Financial policies and procedures

Employment of relatives

Safety and accidents

Employment and personnel records

Reference inquiries policy

No weapons policy, acknowledgment, consent and release form

Workplace violence policy

Conflict of interest statement

Personal telephone calls policy
Telephone monitoring policy (if applicable)
E-mail, voice mail policy (if applicable)

Internet / intranet policy
Inspections and searches for prohibited materials on company property
Hours of work, overtime, and pay days
Performance appraisals and pay review
Termination, discipline and rules of conduct

Deductions from pay
Absenteeism
Absence / attendance control policy
Employee benefits
Holidays (including information on eligibility and separation pay)

Vacation (including information on eligibility and separation pay)
Sick leave (including information on eligibility and separation pay)
Short and long term disability
Leaves of absence (include FMLA, voting, personal, education, and jury duty) Insurance carrier(s) and certification of health care providers(s)

Reservation of rights
Notice of workers compensation coverage
Employee receipt of manual signature page

Each employee manual/ handbook should begin and end with a statement similar to the following:

I UNDERSTAND AND THAT THIS HANDBOOK IS NOT A CONTRACT AND THE INFORMATION IN IT MAY NEED TO BE CHANGED BY THE COMPANY FROM TIME TO TIME.