



Recommended Essential Elements for an Employee Handbook

PURPOSE OF EMPLOYMENT POLICIES

INTRODUCTION: Mission, Vision, Values

EMPLOYMENT - PRACTICES AND POLICIES

- Employment Authority (At Will Employment)
- Hiring Policy
- Job Descriptions
- Employment Records
- Probationary Period
- Housekeeping
- Dress & Appearance
- Fiscal Responsibility
- Security
- Smoking
- Telephone or Computer/Network Use
- Attendance Policy

NEW EMPLOYEE ORIENTATION

- Orientation to the Organization
- Orientation to the Job

PERFORMANCE EVALUATIONS

STAFF TRAINING & EDUCATION

- Job Performance Evaluation
- Education and Training

STANDARDS OF CONDUCT

CODE OF BUSINESS ETHICS AND CONDUCT

- Standards of Conduct
- Code of Business Ethics and Conduct
- Role of an Employee

DISCIPLINARY POLICIES & ACTIONS

- Disciplinary Philosophy
- Authority
- Offenses

CONFLICT RESOLUTION (Grievances)

COMPENSATION & EMPLOYMENT STATUS

- Duration of Employment
- Salaries

Employment Statuses (Exempt, Non-Exempt, Full Time, Part Time, Seasonal)
Work Schedules
Time Records
Pay Period
Employee Expenses

BENEFITS

Eligibility
Holidays
Sick Leave
Vacation
Workers' Compensation
Unemployment Compensation
Insurance
Bereavement
Family & Medical Leave (if applicable per regulation)

SEPARATION OF EMPLOYMENT

Termination of Employment
Resignation
Layoff
Discharge

DRUG-FREE WORKPLACE

CONFLICT OF INTEREST

TRAVEL

EEO & AFFIRMATIVE ACTION

Equal Employer Opportunity Statement
Affirmative Action Statement

ADA/ADAAA COMPLIANCE

SEXUAL HARASSMENT

WORKPLACE VIOLENCE

GIFT ACCEPTANCE

WHISTLEBLOWER

GOVERNMENT & POLITICAL ACTIVITY

VOLUNTEERS

SAFETY AND EMERGENCY PROCEDURES

General Procedures
Fire Prevention
Fire Emergency
First Aid
Firearms and Weapons

SOCIAL MEDIA

INFORMATION TECHNOLOGIES & MOBILE PHONES

Internet Use
E-Mail Usage
Mobile Phones

RECEIPT OF POLICY MANUAL