



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