



Employee Handbook Checklist

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

	Yes	No
Do you have orientation programs for all employees?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an employee handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Is one department or individual responsible for your handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Is that one department or individual:		
Evaluated on the handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Rewarded on the basis of efforts with respect to the handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have stated goals for the handbook, such as:		
Communicating with employees?	<input type="checkbox"/>	<input type="checkbox"/>
Describing your corporate culture?	<input type="checkbox"/>	<input type="checkbox"/>
Giving a history of the company?	<input type="checkbox"/>	<input type="checkbox"/>
Stating the company's goals?	<input type="checkbox"/>	<input type="checkbox"/>
Stating the company's ethical standards?	<input type="checkbox"/>	<input type="checkbox"/>
Stating policies to comply with discrimination laws?	<input type="checkbox"/>	<input type="checkbox"/>
Reducing turnover?	<input type="checkbox"/>	<input type="checkbox"/>
Increasing productivity?	<input type="checkbox"/>	<input type="checkbox"/>
Reducing misunderstandings with employees?	<input type="checkbox"/>	<input type="checkbox"/>
Avoiding employment contracts?	<input type="checkbox"/>	<input type="checkbox"/>
Reducing lawsuits?	<input type="checkbox"/>	<input type="checkbox"/>
Is the handbook written in easy-to-understand language?	<input type="checkbox"/>	<input type="checkbox"/>
Is your handbook copyrighted?	<input type="checkbox"/>	<input type="checkbox"/>
Do you review the handbook at least annually:		
To ensure that it is meeting its goals?	<input type="checkbox"/>	<input type="checkbox"/>
For revisions needed because of policy or other changes?	<input type="checkbox"/>	<input type="checkbox"/>
Have you requested your attorney to review your handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Do you reserve the right to unilaterally alter your handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Do you require employees to sign an acknowledgment stating that they received the handbook and that employment is at-will?	<input type="checkbox"/>	<input type="checkbox"/>
Do you advise employees to obtain interpretations or clarifications of the handbook from their supervisors?	<input type="checkbox"/>	<input type="checkbox"/>



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Does the handbook address the following issues:			E-mail?	<input type="checkbox"/>	<input type="checkbox"/>
Absences/attendance?	<input type="checkbox"/>	<input type="checkbox"/>	Emergency closings?	<input type="checkbox"/>	<input type="checkbox"/>
Access to medical records ? (42 USC 12101; 29 CFR 825.500, 45 CFR 160.103)	<input type="checkbox"/>	<input type="checkbox"/>	Employee assistance program?	<input type="checkbox"/>	<input type="checkbox"/>
Access to personnel files?	<input type="checkbox"/>	<input type="checkbox"/>	Employee lockers?	<input type="checkbox"/>	<input type="checkbox"/>
Affirmative action?	<input type="checkbox"/>	<input type="checkbox"/>	Employment classification?	<input type="checkbox"/>	<input type="checkbox"/>
Background checks?	<input type="checkbox"/>	<input type="checkbox"/>	Employment-at-will policy?	<input type="checkbox"/>	<input type="checkbox"/>
Benefits?	<input type="checkbox"/>	<input type="checkbox"/>	English-only policy?	<input type="checkbox"/>	<input type="checkbox"/>
Bereavement leave?	<input type="checkbox"/>	<input type="checkbox"/>	Entertainment expenses?	<input type="checkbox"/>	<input type="checkbox"/>
Bonus pay?	<input type="checkbox"/>	<input type="checkbox"/>	Equal opportunity policy? (42 USC 2000e - 2000e17)	<input type="checkbox"/>	<input type="checkbox"/>
Bulletin boards?	<input type="checkbox"/>	<input type="checkbox"/>	Error in pay?	<input type="checkbox"/>	<input type="checkbox"/>
Business travel?	<input type="checkbox"/>	<input type="checkbox"/>	Evaluations?	<input type="checkbox"/>	<input type="checkbox"/>
Call-in pay?	<input type="checkbox"/>	<input type="checkbox"/>	Exempt/nonexempt? (29 USC 201; 29 CFR 531)	<input type="checkbox"/>	<input type="checkbox"/>
Check cashing?	<input type="checkbox"/>	<input type="checkbox"/>	Exit interviews?	<input type="checkbox"/>	<input type="checkbox"/>
Child care benefits?	<input type="checkbox"/>	<input type="checkbox"/>	Expense reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>
COBRA? (29 USC 18)	<input type="checkbox"/>	<input type="checkbox"/>	Falsification of employment records?	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality?	<input type="checkbox"/>	<input type="checkbox"/>	Family and Medical Leave Act? (29 CFR 825.301)	<input type="checkbox"/>	<input type="checkbox"/>
Conflict of interest?	<input type="checkbox"/>	<input type="checkbox"/>	Faxes?	<input type="checkbox"/>	<input type="checkbox"/>
Contagious disease policy?	<input type="checkbox"/>	<input type="checkbox"/>	Fighting?	<input type="checkbox"/>	<input type="checkbox"/>
Customer relations?	<input type="checkbox"/>	<input type="checkbox"/>	Fitness for duty? (42 USC 12112(d))	<input type="checkbox"/>	<input type="checkbox"/>
Deductions from pay? (29 CFR 531)	<input type="checkbox"/>	<input type="checkbox"/>	Flextime?	<input type="checkbox"/>	<input type="checkbox"/>
Direct deposit?	<input type="checkbox"/>	<input type="checkbox"/>	Garnishments? (29 CFR 870 <i>et seq.</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Disability? (42 USC 12102 and 12112)	<input type="checkbox"/>	<input type="checkbox"/>	Grooming standards?	<input type="checkbox"/>	<input type="checkbox"/>
Discipline?	<input type="checkbox"/>	<input type="checkbox"/>	Harassment? (42 USC 2000e - 2000e17)	<input type="checkbox"/>	<input type="checkbox"/>
Discounts for employees?	<input type="checkbox"/>	<input type="checkbox"/>	Hazard communications? (29 CFR Sec. 1910.1200(b))	<input type="checkbox"/>	<input type="checkbox"/>
Diversity?	<input type="checkbox"/>	<input type="checkbox"/>	Holidays?	<input type="checkbox"/>	<input type="checkbox"/>
Drug-Free Workplace Act? (41 USC 701 <i>et seq.</i>)	<input type="checkbox"/>	<input type="checkbox"/>	Hours of work? (29 CFR 785.11 <i>et seq.</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Drug testing?	<input type="checkbox"/>	<input type="checkbox"/>			
Educational aid?	<input type="checkbox"/>	<input type="checkbox"/>			
Eldercare benefits?	<input type="checkbox"/>	<input type="checkbox"/>			



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Immigration policy? (8 USC 1324a - 1324b)	<input type="checkbox"/>	<input type="checkbox"/>	Pay increases?	<input type="checkbox"/>	<input type="checkbox"/>
Inclement weather?	<input type="checkbox"/>	<input type="checkbox"/>	Performance standards?	<input type="checkbox"/>	<input type="checkbox"/>
Insider trading of publicly held stock?	<input type="checkbox"/>	<input type="checkbox"/>	Progressive discipline?	<input type="checkbox"/>	<input type="checkbox"/>
Internet use?	<input type="checkbox"/>	<input type="checkbox"/>	Promotions?	<input type="checkbox"/>	<input type="checkbox"/>
Investigations?	<input type="checkbox"/>	<input type="checkbox"/>	Reasonable accommodation? (42 USC 12113(b)(5))	<input type="checkbox"/>	<input type="checkbox"/>
Job posting?	<input type="checkbox"/>	<input type="checkbox"/>	Reemployment?	<input type="checkbox"/>	<input type="checkbox"/>
Job sharing?	<input type="checkbox"/>	<input type="checkbox"/>	Reference requests?	<input type="checkbox"/>	<input type="checkbox"/>
Jury duty? (20 USC 1875)	<input type="checkbox"/>	<input type="checkbox"/>	Resignation?	<input type="checkbox"/>	<input type="checkbox"/>
Lateness?	<input type="checkbox"/>	<input type="checkbox"/>	Rest and Meal Periods? (29 CFR 785.18 and 785.19)	<input type="checkbox"/>	<input type="checkbox"/>
Layoffs and recalls?	<input type="checkbox"/>	<input type="checkbox"/>	Safety policy? (29 USC 651)	<input type="checkbox"/>	<input type="checkbox"/>
Leave of absence policy?	<input type="checkbox"/>	<input type="checkbox"/>	Security?	<input type="checkbox"/>	<input type="checkbox"/>
Loans?	<input type="checkbox"/>	<input type="checkbox"/>	Severance pay or pay in lieu of notice policy?	<input type="checkbox"/>	<input type="checkbox"/>
Lost and found?	<input type="checkbox"/>	<input type="checkbox"/>	Sexual harassment policy? (42 USC 2000e - 2000e17)	<input type="checkbox"/>	<input type="checkbox"/>
Mail?	<input type="checkbox"/>	<input type="checkbox"/>	Smoking?	<input type="checkbox"/>	<input type="checkbox"/>
Media relations?	<input type="checkbox"/>	<input type="checkbox"/>	Solicitation policy?	<input type="checkbox"/>	<input type="checkbox"/>
Medical examinations? (42 USC 12112(d))	<input type="checkbox"/>	<input type="checkbox"/>	Suggestion policy?	<input type="checkbox"/>	<input type="checkbox"/>
Moonlighting?	<input type="checkbox"/>	<input type="checkbox"/>	Tape recording? (18 USC 2701 <i>et seq.</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Motor vehicle safety?	<input type="checkbox"/>	<input type="checkbox"/>	Telecommuting?	<input type="checkbox"/>	<input type="checkbox"/>
Moving expenses?	<input type="checkbox"/>	<input type="checkbox"/>	Telephone use?	<input type="checkbox"/>	<input type="checkbox"/>
Nepotism?	<input type="checkbox"/>	<input type="checkbox"/>	Termination/resignation?	<input type="checkbox"/>	<input type="checkbox"/>
Off-duty conduct?	<input type="checkbox"/>	<input type="checkbox"/>	Time sheets or time cards? (29 CFR 516.2)	<input type="checkbox"/>	<input type="checkbox"/>
On-call pay? (29 CFR 785.16 and 785.17)	<input type="checkbox"/>	<input type="checkbox"/>	Transfers?	<input type="checkbox"/>	<input type="checkbox"/>
Open-door policy?	<input type="checkbox"/>	<input type="checkbox"/>	Uniformed service law? (42 USC 4310 <i>et seq.</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Orientation period?	<input type="checkbox"/>	<input type="checkbox"/>	Use of company equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Overtime? (29 CFR 778.101 <i>et seq.</i>)	<input type="checkbox"/>	<input type="checkbox"/>	Use of intoxicants?	<input type="checkbox"/>	<input type="checkbox"/>
Parking?	<input type="checkbox"/>	<input type="checkbox"/>	Vacation?	<input type="checkbox"/>	<input type="checkbox"/>
Pay advances?	<input type="checkbox"/>	<input type="checkbox"/>			
Paydays? (29 CFR 531.27, 531.35, and 778.103)	<input type="checkbox"/>	<input type="checkbox"/>			



Checklist

	Yes	No
Vendor Relations?	<input type="checkbox"/>	<input type="checkbox"/>
Visitors?	<input type="checkbox"/>	<input type="checkbox"/>
Voice and electronic mail?	<input type="checkbox"/>	<input type="checkbox"/>
Witness duty?	<input type="checkbox"/>	<input type="checkbox"/>
Work-related injuries?	<input type="checkbox"/>	<input type="checkbox"/>
Work rules?	<input type="checkbox"/>	<input type="checkbox"/>
Workweek? (29 CFR 778.103, 778.104, and 778.105)	<input type="checkbox"/>	<input type="checkbox"/>
Workers' compensation?	<input type="checkbox"/>	<input type="checkbox"/>