

# 2021 Employee Handbook Checklist

Is your company risking fines, complaints, and lawsuits with an incomplete handbook?



## Handbook Essentials

- Company policies
- Terms of employment
- An 'at-will' employment clause
- An equal employment and anti-harassment clause
- An anti-retaliation statement
- Nondiscrimination policies
- Leave of absence policies
- Federal and state-specific laws
- Workplace violence policy
- Reasonable accommodations policy
- Policy for cannabis, alcohol, and other drug use



## General Policies

- Procedures for business travel
- Health and safety
- Code of ethics
- Conflict of interest policy and working for competitors
- Protections for intellectual property
- Telecommuting
- Mobile device use and social media
- Code of conduct
- Time and attendance expectations
- Overtime: who can get it and how it gets approved and documented
- Dress code
- IT security
- Inclement weather procedures



## Compensation and Benefits

- Payroll: frequency of pay periods, deductions, and how to start or change direct deposits
- Policies for recording time for non-exempt employees (including procedures for time sheets, whether hard copy or electronic)
- Benefits: who is eligible and where an employee can go for more information
- Paid time off (PTO) policies
- Sick Time policies
- Holidays calendar



## Discipline, Termination

- Final paycheck and unused PTO payout policies
- COBRA policy
- Disciplinary procedures