

Employee Handbook Checklist

The following checklist is designed to assist you in developing an employee handbook that is suitable for your organization. The topics included are general/sample topics and not specific to any organization. Some may not apply to your organization and therefore this checklist should be used as a starting point to create a handbook that accurately reflects your business, its philosophy and culture.

Section 1: About Your Company

- Welcome
- Company History
- Mission Statement/Values
- Equal Employment Opportunity Statement
- Disclaimer

Section 2: Compensation

- Employment Classifications
- Hours of Work
- Lunch & Rest Breaks
- Overtime
- Paydays
- Time Reporting

Section 3: Benefits

- General Benefits Information
- COBRA
- Employee Assistance Plan
- Flexible Spending Plan
- Insurance Plans
- Long-Term/Short-Term Disability
- Profit Sharing
- Social Security
- Tuition Reimbursement
- Unemployment Insurance
- Volunteerism
- Worker's Compensation

Additional Help



Have questions?
Contact the HR Hotline at
infnow@mranet.org or
866-HR-Hotline.



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401(k) Plan

Section 4: Attendance & Time Away From Work

- Attendance Information
- Emergency Closings
- Holidays
- Leaves of Absence
- Paid Time Off (PTO)
- Personal Days
- Sick Time
- Vacation

Section 5: Time At Work

- Bulletin Boards
 - Business Ethics
 - Communication Devices (BYOD)
 - Communication Systems
 - Company Property
 - Confidentiality
 - Corrective Action
 - Disability Accommodation
 - Drugs & Alcohol
 - Employee Appearance
 - Employee Relations
 - Employment of Relatives
 - Expense & Travel Reimbursement
 - Harassment
 - Housekeeping
 - Internal Job Opportunities
 - Outside Employment
 - Parking
 - Performance Evaluations
 - Personnel Records
 - Phone Use
 - References
- 

- Safety
- Searches
- Security
- Solicitation
- Termination & Resignation
- Tobacco Use
- Uniforms
- Vehicles
- Visitors
- Whistleblower
- Workplace Violence

Section 6: Sign-Off Form

- Employee Acknowledgement Form

Need help reviewing your handbook? Don't have a handbook, and need to make a new one? MRA's [Employee Handbook](#) department can help you!

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