

POLICIES

- Employment-at-will statement
- Equal employment opportunity
- Anti-harassment policy
- Work authorization information
- Family/medical leave act
- Workplace violence policy
- Conflict of interest policy
- Workplace safety information
- Unemployment compensation

Sign here



Welcome

Employee Handbook Template

NOTICE AND
DISCLAIMER

EMPLOYEE SIGNATURE

Sign here

Sign here

Introduction

In order to have a successful company, you must have a handbook documenting organizational policies and procedures and any other need-to-know information for your employees. Handbooks help manage your employees' expectations and keep your business compliant with the ever-growing list of employment rules and regulations.

But what differentiates a good employee handbook from one that sits in a filing cabinet and collects dust? It has to be a living document that truly reflects and guides the processes and activities of the employees who use it. An out-of-date employee handbook, or one missing key elements, is just as bad as not having one at all.

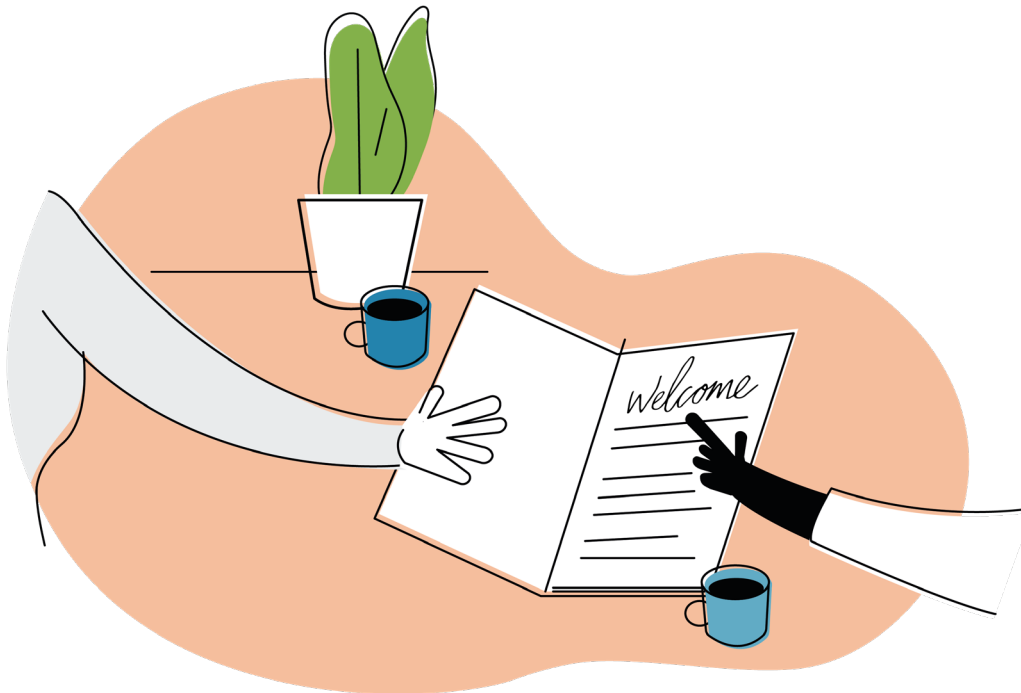
In this offer, we'll outline employee handbook essentials, as well as some optional components to consider. (If you're taking the time to write or rewrite your handbook, you might as well make it as robust and thorough as you can!)

Part 1: Welcome Section

This section introduces and “welcomes” readers to the organization and sets the expectations of how the employee can contribute to its success. This is an opportunity to educate new hires on the culture and history of the organization.

SAMPLE EXCERPT

We consider the employees of [Company Name] to be one of our most valuable resources and we are glad to have you as a member of our team. We depend on you, like every employee, to perform the tasks assigned to you to the best of your abilities. We believe that hard work and commitment will not only help [Company Name] succeed, but will also give you a sense of pride and accomplishment. It is our hope that you continue to find your employment with [Company Name] both satisfying and rewarding well into the future.



Part 2: Notice & Disclaimer

A notice and disclaimer indicates the handbook is not a contract of employment and that it is subject to change. Many employers put this notice at the end, but we prefer to include it at the front of handbooks, where it is more prevalent, because employees should be made aware.

Note: *This section should always be reviewed by an attorney to make sure the contents will hold up in court if necessary.*



Part 3: Handbook Receipt & Acknowledgment

Like the notice and disclaimer, we prefer to include this section at the front of handbooks, again, because employees should see it and be made aware that their signature is required.

Note: *This section should always be reviewed by an attorney to make sure the contents will hold up in court if necessary.*



Part 4: Employment Policies

Must-Have Sections:

- Employment-at-will statement
- Equal employment opportunity statement
- Anti-harassment policy (including sexual harassment)
- Work authorization information
- Family/medical leave act (FMLA)/leave of absence policy
- Workplace violence policy
- Conflict of interest policy
- Workplace safety information
- Unemployment compensation information

SAMPLE EXCERPT

Work Authorization

Under the Immigration and Reform and Control Act of 1986, each new employee must complete and sign Section 1 of the Federal Form I-9 and must provide a document or documents that demonstrate the employee's identity and authorization to work in the United States.

Optional (But Recommended) Sections:

- New hire orientation
- Hours of operation
- Attendance
- Open-door policy
- Professional development
- Performance evaluations
- Standards of conduct
- Drug-free workplace
- Termination of employment



Part 5: Employee Compensation

Must-Have Sections:

- Employment classifications
- Overtime policy
- Payroll deduction information
- Direct deposit information
- Lunch policy

SAMPLE EXCERPT

Overtime Policy

Non-exempt employees required to work overtime will be paid time and one-half (1½) for all hours worked in excess of 40 in one work week and as otherwise required by State and Federal law. Employees are not permitted to work overtime without the advance approval of their supervisor. Working overtime without prior authorization may result in disciplinary action.

Optional (But Recommended) Sections:

- Work schedule information
- Timekeeping procedures
- Pay days and work week information
- Salary adjustments

Part 6: Benefits

Must-Have Sections:

- Holiday/vacation/sick leave
- Medical/dental/vision/life/disability insurance
- Qualifying events
- Healthcare accounts

SAMPLE EXCERPT

Qualifying Events

Employees may not change their benefit elections until the next annual open enrollment unless they experience a qualifying event as defined by the IRS. The IRS defines a qualifying event as a change in family or employment status.

Optional (But Recommended) Sections:

- Jury duty
- Bereavement leave
- 401(k) retirement savings plan information
- Tuition reimbursement policy
- Employee assistance programs

Part 7: General Policies

Optional (But Recommended) Sections:

- Visitor policy
- Inclement weather policy
- Employment of relatives
- Employee referral policy
- Business expense reimbursement policy and procedures
- Technology policy
- Confidentiality notice
- Employee dress and personal appearance information
- Cell phone use policy
- Smoking policy
- Personnel information

Inclement Weather Policy

In the event of inclement weather management will make a decision regarding the operations of the company. Depending on the severity of the storm, this might include a complete closure or request for a skeleton crew to perform essential tasks of the day.

Next Steps

Your employee handbook should be a living document that is used, questioned, revised, and reviewed on a regular basis. Only once your organization sees the handbook as an HR bedrock will it be useful, so be as comprehensive as possible—and then get everyone on the team reading it!

Need help drafting your own **employee handbook**?

We're experts who help our partner companies create employee handbooks and policies that benefit both employers and their employees. As our client, we can help you, too! To find out more about all of the services we offer, contact us.

Contact us or give us a call today!

