



Items That Could Be Included In Your Handbook

Introduction and Purpose
Equal employment opportunity policy
Employment at will
Introductory period
Policy against harassment
Employee classifications
New employees
Regular employees
Part-time employees
Temporary employees
Open door policy
Performance and pay reviews
Hours of work, pay and timecards
Overtime work for nonexempt staff
Payday policy
Regular paydays are every other Friday.
Timecards for nonexempt staff
Pay deductions
Employee benefits
Retirement plan
Group insurance program
Continuation of health care coverage under cobra
Sick leave
Eligibility
Sick pay entitlement
Sick leave applied to fmla or state leave
Vacation
Vacation policy
Holidays
Leaves of absence
Disability leaves
Jury duty
Witness duty
Military leave
Bereavement leave
Personal leave
The Organizations work rules
Confidentiality policy

The Organization and personnel information
General policies
Outside requests for information about our employees
Information about our business operations
Medical information
Privacy policy
Complaint procedures
Confidentiality
No solicitation policy
Conflicts of interest
Electronic communications
The Organizations property
Confidentiality
Monitoring acknowledgment statement
Attendance policy
Our expectations
Call-in requirements
Doctor's release and status reports
Discipline
Work-related searches and monitoring
Drug and alcohol policy
Prohibited behavior
Medically authorized (prescription) drugs, over-the-counter drugs and alcohol
Violation of policy
Drug and alcohol testing (Positive test and Searches)
Employee responsibility
Work-related accidents and injuries
Reporting injuries
Time off for treatment and recovery
Early return to work—transitional, modified or alternate duty
Reporting accidents
Personnel records
Employee-owned tools and equipment at the workplace
Employee acknowledgment