

What to Include in Your Employee Handbook

Your employee handbook is the center of your company culture. It answers the questions that your employees have about your policies surrounding employee conduct, benefits, and more. Without it, your organization wouldn't have a standardized way of addressing these general employment topics and employees wouldn't know what is expected of them in the workplace. While this list of policies to include in an employee handbook isn't exhaustive, it is a great example of where to start.

General Employment

All the employment basics should be included in this section of your employee handbook. Whether it be policies about equal opportunity, employee grievances, or the particular security policies you have in place for your office locations – you should lay out answers to the basic questions you receive from employees.

Example Policies to Include in General Employment:

- Nature of Employment
- Equal Employment Opportunity
- Confidentiality
- Outside Employment
- Employee Grievances
- Security
- Concealed Carry
- Internal Communication
- Whistleblower Protection

Employment Status and Record Keeping

Employees should have access to policies on employment changes, personnel adjustments, and employee resignation and termination. This section of your employee handbook should cover these areas in detail for employees to turn to when they have questions.

Example Policies to Include in Employment Status and Record Keeping:

- Employment Classifications
- Personnel Data Changes
- Expense Reimbursement
- Termination of Employment

Working Conditions and Hours

What permissions do your employees have regarding company property? Do you have guidelines for company hours and when your employees should be on the clock? Policy statements for these topics should be included in this section.

Example Policies to Include in Working Conditions and Hours:

- Safety
- Company Hours
- Use of Company Property
- Personal Property
- Parking
- Smoking
- Meal & Rest Periods
- Lactation Breaks

Employee Conduct

A code of conduct explains your organization's expectations for employee dress, technology usage, relationships, and even visitors. In this section, you can include policies regarding workplace harassment, violence, and drug abuse. Make sure your organization is explicit in its expectations for employee conduct so that all parties are informed.

Example Policies to Include in Employee Conduct:

- Standards of Conduct
- Travel Conduct
- Disciplinary Action
- Attendance and Punctuality
- Visitors in the Workplace
- Computer, Email, & Internet Usage
- Telephone Usage
- Company Supplies
- Personal Appearance
- Sexual and Other Unlawful Harassment
- Drug and Alcohol Abuse
- Workplace Violence

Employee Benefits

All employees should have access to specific details on the benefits and rewards they can receive as part of your organization. While every company has different benefits, your unique policies can touch on paid time off, health insurance, maternity leave, and a number of other perks that your employees can benefit from.

Example Policies to Include in Employee Benefits:

- Paid Time Off (PTO)
- Health Insurance
- Maternity Leave Policy
- Workers' Compensation
- Payroll Deductions
- Retirement Plan
- Holidays
- Jury Duty
- Military Leave
- Bereavement Leave
- Training Reimbursement Policy
- Employee Referral Program

Timekeeping and Payroll

How are your employees paid? What policies do you have in place around paydays and timekeeping? You need to include these policies in your employee handbook so your employees can stay informed about payment and rewards.

Example Policies to Include in Timekeeping and Payroll:

- Timekeeping
- Paydays