



EMPLOYEE HANDBOOK POLICY CHECKLIST

A Checklist for Auditing or Creating
Your Employee Handbook

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Employee Handbook Policy Checklist

The purpose of this checklist is to help you...

- Audit your current employee handbook.
- Decide what policies to include in your new or revised employee handbook.

Here are additional *free resources* you may want to check out:

- [Create a Handbook That Employees Want to Read](#)
- [How to Build a Better Handbook](#)
- [What to Include in a Modern Handbook](#)

Do you want to offload the overwhelm of your employee handbook project?

Schedule a complimentary discovery call with
Skye Mercer, HR Consultant at www.skyehrconsulting.com

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Include the following policies, *where applicable* to your organization.

WELCOME MESSAGE

MISSION, VISION, VALUES

GUIDING EMPLOYMENT PRINCIPLES

- Equal Employment Opportunity
- Diversity, Equity, and Inclusion
- Work-Life Balance
- Workplace Accommodations and ADA, where applicable
- At-Will Employment
- Discrimination, Harassment, and Retaliation Prevention
- Code of Ethics / Whistleblower Protection
- Drug and Alcohol-Free Workplace
- Tobacco-Free Workplace
- Workplace Violence Prevention
- Workplace Safety

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GUIDING EMPLOYMENT PRINCIPLES (CONTINUED)

- Confidentiality (and HIPAA, where applicable)
- Conflicts of Interest
- Complaints, Grievances, and Non-Retaliation

EMPLOYEE BENEFITS

- Holidays
- Paid Time Off (PTO) or Paid Vacation/Sick Policies
- Medical, Dental, Vision Insurance
- Retirement Savings Plan
- Life Insurance, Long-Term Disability, Short-Term Disability
- Employee Assistance Program (EAP)
- Continuation of Health Insurance Coverage (COBRA)
- Remote Work, Telecommuting, Workplace Flexibility
- Education, Training, Professional Development Assistance

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EMPLOYMENT OPERATIONS POLICIES

- Employment Definitions and Classifications
- Working Hours, Timekeeping, and Scheduling
- Meal and Rest Breaks, Lactation Breaks
- Overtime
- Paychecks/Payroll
- Paycheck Deductions and Exempt Employee Safe Harbor
- Compensation Philosophy and Pay Practices
- Expense Reimbursement
- Employee Travel and Paid Travel for Non-Exempt Employees
- Employee Records
- Recruitment and Hiring
- Orientation, Onboarding, Training
- Background Checks

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EMPLOYMENT OPERATIONS POLICIES (CONTINUED)

- Vehicles and Driving Requirements
- Immunizations, if applicable
- Workers' Compensation and Injury Reporting
- Separation of Employment / Offboarding

PERFORMANCE / WORKPLACE AGREEMENTS

- Performance Feedback and Performance Reviews
- Conflict Management, Communication, and Problem Solving
- Workplace Expectations
- Use of Company Property and Resources
- Use of Personal Electronic Devices
- Social Media

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LEAVES OF ABSENCE

- Federal FMLA, if applicable
- Medical Leave
- Bereavement Leave
- Personal Leave
- Military Leave
- Jury Duty Leave
- Voting Leave

STATE SPECIFIC LAWS, Where Applicable

- Wage and Hour Laws
- Paid Sick Leave, Paid Family Leave, Other Required Leave
- Pregnancy Disability Leave and Pregnancy/Lactation Accommodation
- Domestic Violence, Victims of Crime, and Witness Leaves
- E-Verify
- Other State or City-Specific Laws, where applicable

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

Hello, I'm Skye.

HR Consultant and Leadership Coach

With over 20 years of HR experience, small businesses and nonprofits hire me to provide...

- On-demand HR advice,
- Monthly retainer HR consulting services,
- Employee handbooks, and
- Leadership training.

Through working together, you will receive clear, actionable guidance for streamlined, compliant, and people-centered HR practices.



**Schedule a Complimentary
Discovery Call Online**

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Thank you!

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