



Employee Handbook Checklist

About Your Company

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|--|-----|----|
| • Have you drafted a Welcome Message? | YES | NO |
| • Is there a portion detailing your company history? | YES | NO |
| • Are your company's mission statement, vision, and values clearly outlined? | YES | NO |
| • Do you have a company/employee contract disclaimer? | YES | NO |

Employment Policies

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| • Do you have a clause detailing employee expectations? | YES | NO |
| • Are your company's employment classifications clearly outlined? | YES | NO |
| • Is compensation for employment detailed? | YES | NO |
| • Are hours of work defined? | YES | NO |
| • Have you defined your policy regarding meal and other break periods? | YES | NO |
| • Is there a section regarding overtime? | YES | NO |
| • Is your company's payday schedule defined? | YES | NO |
| • Do you have a clause detailing pay deductions? | YES | NO |
| • Does your handbook explain your pay program? | YES | NO |
| • Have you established company guidelines on time reporting? | YES | NO |

Compliance

• Have you included an Equal Employment Opportunity Statement?	YES	NO
• Have you included a Harassment and Offensive Behavior clause?	YES	NO
• Does your handbook cover Disability Accommodation?	YES	NO
• Does your handbook include Religious Accommodation?	YES	NO
• Have you included a Whistleblower/Retaliation Policy?	YES	NO

Benefits

• Is there a section regarding General Benefits Information?	YES	NO
• Have you included details about Continuation of Medical Coverage (COBRA)?	YES	NO
• Is the Employee Assistance Program (EAP) defined?		
• Do you explain Flexible Spending Account Plan (FSA)?	YES	NO
• Do you explain Health Savings Account Plan (HSA)?	YES	NO
• Is there information regarding your Insurance Plans (Health, Dental, Life) offerings?	YES	NO
• Is there a section regarding Long-Term Disability (LTD)?	YES	NO

Benefits (cont.)

• Are there details about Short-Term Disability (STD)?	YES	NO
• Is there a section regarding your state's unemployment insurance?	YES	NO
• Does your company have a policy regarding volunteerism?	YES	NO
• Do you have a section explaining Workers' Compensation?	YES	NO
• Does your company offer information regarding a 401k Plan?	YES	NO
• Are there any other special benefits you need to include?	YES	NO

Paid Time Off and Employee Leave

• Have you establish your company's attendance expectations?	YES	NO
• Is there a section detailing your company policy on holidays?	YES	NO
• Do you have a clear description regarding leaves of absences?	YES	NO
• Do you have a policy for parental leave?	YES	NO
• Does your company have any policies regarding other time off?	YES	NO
• Is there information regarding paid sick leave?	YES	NO
• Have you included your policy on Paid Time Off (PTO)?	YES	NO

Paid Time Off and Employee Leave (cont.)

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|--|-----|----|
| • Does your company have a policy on personal days? | YES | NO |
| • Is there a description of your policy in regards to sick time? | YES | NO |
| • Have you included a section regarding vacation? | YES | NO |

Office Conduct

- | | | |
|---|-----|----|
| • Have you included a policy on appropriate use of company devices? | YES | NO |
| • Is there a section on professional company communication? | YES | NO |
| • Do you have a policy regarding the care of company property? | YES | NO |
| • Do you have clear guidelines regarding drugs and alcohol? | YES | NO |
| • Does your company have rules regarding employee appearance? | YES | NO |
| • Do you have guidelines for employee relations? | YES | NO |
| • Have you included general standards of conduct? | YES | NO |
| • Is your expense and travel reimbursement policy included? | YES | NO |
| • Have you clearly outlined your office etiquette policy? | YES | NO |

Office Conduct (cont.)

• Does your company have a work from home policy?	YES	NO
• Is there a section about performance evaluations?	YES	NO
• Do you have a policy regarding phone use?	YES	NO
• Is there a policy regarding appropriate use of social media?	YES	NO
• Do you explain your policy regarding termination and resignation?	YES	NO
• Have you included your policy on tobacco use, smoking, and e-cigarettes on company property?	YES	NO

Health & Safety

• Is there a section explaining workers' compensation?	YES	NO
• Have you outlined guidelines on accident reporting?	YES	NO
• Have you clearly stated your policy on workplace violence?	YES	NO
• Is there a policy regarding driving safety?	YES	NO
• Have you outlined procedures regarding auto accidents?	YES	NO
• Do you clearly outline guidelines regarding office closures?	YES	NO
• Does your company have a documented COVID policy?	YES	NO

Employee Acknowledgment

- Do you have an Employee Acknowledgment form that should be signed?

YES

NO





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