



12/17 Webinar Reference
Employee Handbook
Resources for Review & Updating

Compliance Checklist (review Annually)

According to Joe Quinn, an attorney with Cozen O'Connor in Pittsburgh, an employer's compliance checklist for handbook revision should include:

- Disclaimer language stipulating that the handbook is not an employment contract or guarantee of any benefit and that the employer has the right to amend the handbook without prior notice.
- Clear at-will employment language, if applicable.
- A thorough but general equal employment opportunity provision and a process for appeal.
- A process to follow for an employee seeking accommodations for a disability or some other protected status.
- A clear anti-harassment statement and a process for making a harassment claim.
- A description of the employer's method of implementing Family and Medical Leave Act rights, including definitions.
- Identification of eligibility and duration of various leaves of absence.
- An outline of eligibility for vacations and holidays.
- A clear process for employees to advance in the organization.
- Clear descriptions of payroll practices, including overtime, premium pay, and increases.
- A clear description of time-keeping practices, particularly the employees' responsibilities.
- A clear description of welfare and retirement benefits, including eligibility and reference to plan documents, as appropriate.
- Identification of clear and defensible work rules.
- A clear process for resolving disputes.

Completeness Checklist

Below is a sample outline, or table of contents, for items that are typically included in an employee handbook. This is a helpful checklist for determining or considering the need for employee policy updates.

Welcome Message to New Employees and Recognition of Current Employees

- Company Mission Statement
- Equal Opportunity Statement
- Contractual Disclaimer and At-Will Statement
- Purpose of the Employee Handbook
- Background Information on the Company
- Orientation Checklist

Policies and Procedures

- Americans with Disabilities Act
- Personal Safety
- Sexual Harassment
- Drug and Alcohol
- Violence and Weapons
- Attendance
- Hours of Work
- Meal and Rest Periods
- Overtime
- Timekeeping
- Personnel Records
- Paydays
- Payroll Deductions
- Garnishments
- Performance Reviews
- Promotions
- Transfers

- Termination: Reduction in Force, Layoff/Recall
- Bulletin Boards
- Telephone/E-mail/Internet Use
- Social Media

Benefits

- Bereavement Leave
- Call-In/Report-In Pay
- Commitment of the Company
- Disability Leave
- Educational Assistance Program
- Emergency Procedures
- Employee and Employer Responsibility for Safety
- Employee Resource Groups
- Family and Medical Leave
- Health Insurance
- Holidays
- Jury Duty
- Life Insurance
- Lifestyle and Wellness Spending Accounts
- Medical Services
- Menopause Support
- Mental Health Benefits
- Military Leave
- Paid Time Off
- Personal Leave
- Personal Protective Equipment
- Pet-Friendly Perks
- Retirement and Pension Plans

- Service Awards
- Sick Leave
- Student Loan Assistance
- Training
- Unemployment Insurance
- Vacation
- Workers' Compensation

OSHA Requirements: Safety Rules, Reporting Accidents

Procedures

Standards of Conduct

Progressive Discipline

Exit Process

Summary and Acknowledgment

The Importance of the Policies and Procedures

Acknowledgment of Receipt

Disclaimer that the employer has the right to change the rules without notice, that employment is at will (where allowed) and that the handbook does not create a contract.