

Handbook Checklist

Use this checklist to determine if your employee handbook is fully comprehensive and able to shield your organization from liability.

The more questions to which you answer “yes” the more extensive and comprehensive your employee handbook	YES	NO
Do you have an employee handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Is the handbook written in easy-to-understand language?	<input type="checkbox"/>	<input type="checkbox"/>
Do you review and update your handbook at least annually?	<input type="checkbox"/>	<input type="checkbox"/>
Have you requested that an attorney review your handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a handbook orientation meeting for all employees?	<input type="checkbox"/>	<input type="checkbox"/>
Do you reserve the right to unilaterally alter handbook contents?	<input type="checkbox"/>	<input type="checkbox"/>
Do you require employees to sign an acknowledgement?	<input type="checkbox"/>	<input type="checkbox"/>
Do you advise employees to obtain clarifications of the handbook from their supervisors?	<input type="checkbox"/>	<input type="checkbox"/>
Does your handbook address the following issues:		
Attendance/Absences	<input type="checkbox"/>	<input type="checkbox"/>
Access To Medical Records?	<input type="checkbox"/>	<input type="checkbox"/>
Access To Personnel Files?	<input type="checkbox"/>	<input type="checkbox"/>
Affirmative Action?	<input type="checkbox"/>	<input type="checkbox"/>
Benefits?	<input type="checkbox"/>	<input type="checkbox"/>
Bereavement Leave?	<input type="checkbox"/>	<input type="checkbox"/>
Bonus Pay?	<input type="checkbox"/>	<input type="checkbox"/>
Bulletin Boards?	<input type="checkbox"/>	<input type="checkbox"/>
Business Expense Reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>
Business Travel?	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phones?	<input type="checkbox"/>	<input type="checkbox"/>
Concealed Handguns?	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality?	<input type="checkbox"/>	<input type="checkbox"/>
Conflict Of Interest?	<input type="checkbox"/>	<input type="checkbox"/>
Contagious Disease Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Customer Relations?	<input type="checkbox"/>	<input type="checkbox"/>
Deductions From Pay?	<input type="checkbox"/>	<input type="checkbox"/>
Direct Deposit?	<input type="checkbox"/>	<input type="checkbox"/>
Disability?	<input type="checkbox"/>	<input type="checkbox"/>
Dress And Appearance Standards?	<input type="checkbox"/>	<input type="checkbox"/>

Drug-Free Workplace Act?	<input type="checkbox"/>	<input type="checkbox"/>
Drug Testing?	<input type="checkbox"/>	<input type="checkbox"/>
Email?	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Closings?	<input type="checkbox"/>	<input type="checkbox"/>
Employee Assistance Program?	<input type="checkbox"/>	<input type="checkbox"/>
Employee Classification?	<input type="checkbox"/>	<input type="checkbox"/>
Employment At-Will Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Equal Opportunity Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Errors In Pay?	<input type="checkbox"/>	<input type="checkbox"/>
Evaluations?	<input type="checkbox"/>	<input type="checkbox"/>
Exempt/Nonexempt?	<input type="checkbox"/>	<input type="checkbox"/>
Expense Reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>
Falsification Of Employment Records?	<input type="checkbox"/>	<input type="checkbox"/>
Family Medical Leave Act?	<input type="checkbox"/>	<input type="checkbox"/>
Fitness For Duty?	<input type="checkbox"/>	<input type="checkbox"/>
Flextime?	<input type="checkbox"/>	<input type="checkbox"/>
Garnishments?	<input type="checkbox"/>	<input type="checkbox"/>
Harassment?	<input type="checkbox"/>	<input type="checkbox"/>
Hazard Communication?	<input type="checkbox"/>	<input type="checkbox"/>
Holidays?	<input type="checkbox"/>	<input type="checkbox"/>
Hours Of Work?	<input type="checkbox"/>	<input type="checkbox"/>
Immigration Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Inclement Weather?	<input type="checkbox"/>	<input type="checkbox"/>
Internet Use?	<input type="checkbox"/>	<input type="checkbox"/>
Investigations?	<input type="checkbox"/>	<input type="checkbox"/>
Jury Duty?	<input type="checkbox"/>	<input type="checkbox"/>
Lactation Breaks?	<input type="checkbox"/>	<input type="checkbox"/>
Leave Of Absence Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Mail?	<input type="checkbox"/>	<input type="checkbox"/>
Maternity/Paternity Leave?	<input type="checkbox"/>	<input type="checkbox"/>
Media Relations?	<input type="checkbox"/>	<input type="checkbox"/>
Medical Examinations?	<input type="checkbox"/>	<input type="checkbox"/>
Military Leave?	<input type="checkbox"/>	<input type="checkbox"/>
Moonlighting?	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Safety?	<input type="checkbox"/>	<input type="checkbox"/>
Nepotism?	<input type="checkbox"/>	<input type="checkbox"/>

Off-Duty Conduct?	<input type="checkbox"/>	<input type="checkbox"/>
Open Door Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Orientation Period?	<input type="checkbox"/>	<input type="checkbox"/>
Overtime?	<input type="checkbox"/>	<input type="checkbox"/>
Paid Time Off?	<input type="checkbox"/>	<input type="checkbox"/>
Pay Advances?	<input type="checkbox"/>	<input type="checkbox"/>
Paydays?	<input type="checkbox"/>	<input type="checkbox"/>
Pay Increases?	<input type="checkbox"/>	<input type="checkbox"/>
Performance Standards?	<input type="checkbox"/>	<input type="checkbox"/>
Personal Electronic Devices?	<input type="checkbox"/>	<input type="checkbox"/>
Progressive Discipline?	<input type="checkbox"/>	<input type="checkbox"/>
Reasonable Accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
Recording Devices/Communications?	<input type="checkbox"/>	<input type="checkbox"/>
Resignation?	<input type="checkbox"/>	<input type="checkbox"/>
Rest And Meal Periods?	<input type="checkbox"/>	<input type="checkbox"/>
Retaliation?	<input type="checkbox"/>	<input type="checkbox"/>
Retirement?	<input type="checkbox"/>	<input type="checkbox"/>
Safety Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Security?	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Harassment?	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave?	<input type="checkbox"/>	<input type="checkbox"/>
Smoking?	<input type="checkbox"/>	<input type="checkbox"/>
Social Media Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Solicitation And Distribution?	<input type="checkbox"/>	<input type="checkbox"/>
Telecommuting?	<input type="checkbox"/>	<input type="checkbox"/>
Telephone Use?	<input type="checkbox"/>	<input type="checkbox"/>
Termination?	<input type="checkbox"/>	<input type="checkbox"/>
Timekeeping?	<input type="checkbox"/>	<input type="checkbox"/>
Use Of Company Equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Use Of Intoxicants?	<input type="checkbox"/>	<input type="checkbox"/>
Vacation?	<input type="checkbox"/>	<input type="checkbox"/>
Visitors?	<input type="checkbox"/>	<input type="checkbox"/>
Voice And Electronic Mail?	<input type="checkbox"/>	<input type="checkbox"/>
Voting Leave?	<input type="checkbox"/>	<input type="checkbox"/>
Witness Duty?	<input type="checkbox"/>	<input type="checkbox"/>
Work-Related Injury?	<input type="checkbox"/>	<input type="checkbox"/>

Work Rules?	<input type="checkbox"/>	<input type="checkbox"/>
Workweek (FLSA)	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Violence?	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>