



EMPLOYEE HANDBOOK CHECKLIST

INTRODUCTION

LETTER OF WELCOME

CONTRACTUAL DISCLAIMER

GENERAL INFORMATION

Heading

Employee Relations

Orientation

Orientation Period

Definitions of Employees

Office Hours

Office Hours With Break

Pay Periods

Pay Period and Payment

Deductions From Your Paycheck

Overtime

Overtime – Saturday and Sunday

Payroll Information

Continuous Service Date

Length of Service

Loss of Length of Service

Seniority List

Loss of Seniority

Time Records

Time Cards

Attendance

Planned Absences

Unexpected Absences

Relief Periods

Meal Period

Call-In Pay

Identification

Personnel Records

Immigration and Naturalization

Family Emergency

- _____ Emergency Weather Conditions
- _____ Unscheduled Closing of the Office
- _____ Changes in Pay
- _____ Job Performance Reviews
- _____ Promotions and Transfers
- _____ Job Openings
- _____ Errors in Pay
- _____ Garnishments
- _____ Authorized Check Pick Up
- _____ Advances and Loans
- _____ Philosophy About Unions
- _____ Layoff and Recall
- _____ Resignation and Voluntary Termination of Employment
- _____ Termination of Employment
- _____ Pay at Time of Separation From Employment

EMPLOYEE BENEFIT PLANS

- _____ Employee Benefit Plans
- _____ Health Insurance
- _____ Dental Insurance
- _____ COBRA
- _____ Short Term Disability
- _____ Sickness and Accident Insurance
- _____ Long Term Disability
- _____ Group Life Insurance
- _____ Profit Sharing Plan
- _____ 401(K) Plan
- _____ Educational Assistance
- _____ Lifestyles Cafeteria Plan
- _____ Tax Sheltered Account
- _____ Employee Assistance Program
- _____ AFLAC Supplemental Insurance
- _____ Unreimbursed Medical Expenses
- _____ Child Care Benefits
- _____ Dependent – Child Care
- _____ Workers Comp
- _____ Unemployment Compensation
- _____ Uniforms
- _____ Identification Fees

TIME OFF (PAID AND UNPAID)

- _____ Heading
- _____ Holidays
- _____ Holiday Pay
- _____ PTO
- _____ Vacation
- _____ Vacation Schedules
- _____ Vacation Pay

- _____ Vacation Accrual
- _____ Sick Days
- _____ Illness
- _____ Medical Absences
- _____ Personal Days
- _____ Personal Time Off
- _____ Bereavement Leave
- _____ Jury Duty
- _____ Military Leave
- _____ Voting
- _____ Personal Leave
- _____ FMLA
- _____ Discretionary Leave of Absence

EQUAL EMPLOYMENT OPPORTUNITY POLICY

- _____ EEO
- _____ Policy Against Harassment
- _____ Sexual Harassment
- _____ Reporting a Violation
- _____ Disability Accommodation Statement

WORK POLICIES AND REGULATIONS

- _____ Heading
- _____ Business Ethics and Conduct
- _____ Your Responsibilities
- _____ Progressive Discipline
- _____ Discipline and Discharge
- _____ Care of Equipment and Facilities
- _____ Personal Appearance/Clothing
- _____ Personal Appearance-Dress Code (Health Care Industry Only)
- _____ Attire
- _____ Smoking
- _____ Safety Equipment
- _____ Personal Tools
- _____ Company Tools
- _____ Energy Preservation
- _____ Solicitation and Distribution
- _____ Solicitation of Customers
- _____ No-Hire Covenant
- _____ Confidentiality
- _____ Property of the Company
- _____ Improvements and Discoveries
- _____ Security
- _____ Bulletin Board
- _____ Use of Mail and Phone System
- _____ Telephone

- _____ Telephone Usage
- _____ Cellular Telephone Policy
- _____ Two-Way Radios
- _____ Personal Conduct
- _____ Bribes, Kick-Backs ...
- _____ Gifts
- _____ Criminal Matters
- _____ Inspection
- _____ Reference Checks
- _____ Access to Company Premises
- _____ E-Mail
- _____ Internet Usage
- _____ Computer and E-Mail Usage
- _____ Technical Resource Acceptable Use Policy
- _____ Visitors
- _____ Moving Expense
- _____ Parking Lots
- _____ Leaving Facility During Working Hours
- _____ Hiring of Relatives
- _____ Workplace Violence
- _____ Workplace Violence Prevention
- _____ Workplace Violence and Illegal Activity Prevention
- _____ Weapons Policy
- _____ Employee Relationships
- _____ Travel Policy

_____ **TERM OF EMPLOYMENT**

- _____ Term of Employment
- _____ Exit Interview

_____ **OPEN DOOR POLICY**

- _____ Open Door Policy
- _____ Open Door Policy and Grievance Procedure

_____ **GRIEVANCE PROCEDURE**

- _____ Grievance Procedure

_____ **ARBITRATION**

- _____ Arbitration
- _____ Arbitration Agreement

_____ **SAFETY POLICY**

- _____ Heading
- _____ Company Responsibilities
- _____ Employee Responsibilities
- _____ Hazardous Materials and Wastes

_____	Deduct Authorization
_____	Accident Report
_____	General Acknowledgment
_____	E-Mail Consent Form
_____	Conflict of Interest Declaration
_____	Noncompetition Agreement
_____	Ack for Background Check
_____	Wage and Hour with Acknowledgment
_____	Exit Interview – Voluntary Resignation
_____	Exit Interview – Discharged Employee
_____	List of Hourly Employee Benefits
_____	List of Salary Employee Benefits
_____	Resident Bill of Rights (Health Care Industry Only)
_____	Dress Code (Health Care Industry Only)