WELCOME!

ABOUT [ORGANIZATION NAME]
   Our History
   Our Mission Statement
   Our Goals/Vision/Core Values
   Profitability

QUALITY AND SERVICE
   Products/Services We Provide Our Customers/Clients
   Quality of Work
   Dedication to Our Customers/Clients
   Relations with Customers/ Clients: Your Role
   Working Relationships with Co-Workers: Your Role

EMPLOYMENT AND ORIENTATION
   Equal Employment Opportunity
   The Americans With Disabilities Act (ADA)
   Recruitment Policy
   Selection Policy
   Criminal Background Checks
   Credit Checks [if conducted]
   Offers of Employment
   Employment of Relatives
   Immigration Reform and Control Act of 1986
   Orientation and Assimilation of New Employees
   Employment Classifications/Categories
   Personnel Records
   Notices and Posters
   Promotions/Transfers
   Reassignment
   Reduction in Force (RIF) or Layoffs
   Leaves of Absence
   Family and Medical Leave Act (FMLA) Leave [if 50+ employees]
   Non-FMLA Leave
   Leaving [Organization Name] and Exit Interviews
   Rehires
   Post-Employment Inquiries/References

COMPENSATION
   Compensation/Pay Policy
   Shift Premium Pay (Non-Exempt Employees) [if applicable]
Call-in Pay (Non-Exempt Employees) *(if applicable)*
Show-Up Pay (Non-Exempt Employees) *(if applicable)*
Bonuses
Payroll Periods, Pay Days, and Paycheck Distribution
Payroll Deductions/Withholdings
Pay Corrections
Direct Deposit (Automatic Bank Deposit)
Pay Advances/Loans to Employees
Garnishments
Office Hours
Work Schedules and Scheduling
Emergency Closings
Exempt or Non-Exempt Job Positions
The Work Week
Break (Rest) Periods (Non-Exempt Employees)
Meal Periods (Non-Exempt Employees)
Timekeeping Requirements (Non-Exempt Employees)
Overtime (Non-Exempt Employees)
Performance Reviews/Evaluations

**EMPLOYEE BENEFITS**

Group Medical Insurance
Health Savings Account (HSA) *(if offered)*
Continuation of Group Health Benefits (COBRA) *(if 20+ employees)*
Health Insurance Portability and Accountability Act (HIPAA) *(if 20+ employees)*
Group Dental Insurance
Group Vision Insurance
Group Life Insurance, including AD&D
Group Insurance Enrollment and Payroll Deductions
Short-Term Disability (STD) Insurance
Long-Term Disability (LTD) Insurance
Section 125 Plan
401(k) or 403(b) Savings Plan
Profit-Sharing Plan
Holidays and Holiday Pay
Vacation Time Off and Vacation Pay
Illness/Sick Time Off
Personal Time Off (PTO)
Jury Duty
Called as a Witness
Bereavement (Funeral) Leave
Time Off To Vote
Service/Longevity Awards/Recognition
Membership in Professional Associations
Expense Reimbursements, including Mileage Reimbursement
Travel
Relocation/Moving Reimbursement
Education/Tuition Reimbursement

**COMMUNICATION**

Employee Newsletter
Communication Meetings
Suggestion Program
Employee Opinion Surveys
No Solicitation/No Distribution Rule
Bulletin Boards
Differences, Complaints and Problems
Solving Employee Concerns and Our Open-Door Policy
Prohibited Harassment, including Sexual Harassment
Romantic or Sexual Relationships with Co-Workers

WHAT WE EXPECT OF YOU

Workplace Etiquette/Courtesies
Changes of Personal Information or Changes in Status
Accessibility by Phone
Attendance/Punctuality
Job Abandonment
Smoking/No Smoking
Housekeeping
Personal Telephone Calls or Faxes
Personal Mail
Personal Property/Equipment/Tools
Radios or IPOD’s or MP3 Players In The Workplace
Parking
Use of [Organization Name] Equipment or Tools
Appearance, Grooming, and Dress
Personal Hygiene in the Workplace
Body Piercings
Tattoos (Body Art)
Gifts to Employees by Suppliers/Vendors OR by Potential Suppliers/Vendors
Gifts to Employees by Customers/Clients
Conflict of Interest
Freelancing
Moonlighting/Outside Employment
Public Statements
Confidential Information
Customer/Client Information
Internal Communications
[Organization Name] Files and Records
Proprietary Work Products
Gambling
Drugs/Substances/Alcohol
Disciplinary (Corrective) Action
Standards of Conduct (Unacceptable Actions)

SAFETY

Safety
Safety Standards
First Aid or Emergency Treatment
Worker's Compensation
Emergency Procedures
Life-Threatening Illness

SECURITY (RISK MANAGEMENT)

No Expectation of Privacy regarding Organization-Provided Vehicles, Desks, Lockers, and/or other Storage Devices
Internal Investigations and/or Searches
Workplace Monitoring
Prohibition of Tape Recording of Conversations
Entering and Leaving A Building/Facility
Building Security
Office/Office Door Security
Keys
Copyright Software
Copyrighted Media
Violence-Free Workplace
Visitors
Children In The Workplace
Organization-Provided Vehicles (if offered)
Use of Personal Vehicle on [Organization Name] Business
Rules for Drivers

OTHER

Lunch Room/Kitchen
Conference Rooms
Organization-Sponsored Events

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RECEIPT OF HANDBOOK/MANUAL

ADDENDA

E-Mail Policy
Computer Network and Internet Access Policy
Software Policy and Procedures
Telecommuting (if Telecommuting is allowed)
General Safety Program
Written Hazard Communication Program Summary (if the organization is required to be in compliance with the federal Hazard Communication Standard)
Drugs/Substances/Alcohol Policy (PROVIDED the organization develops a Written Drugs/Substances/Alcohol Policy, including written protocols)