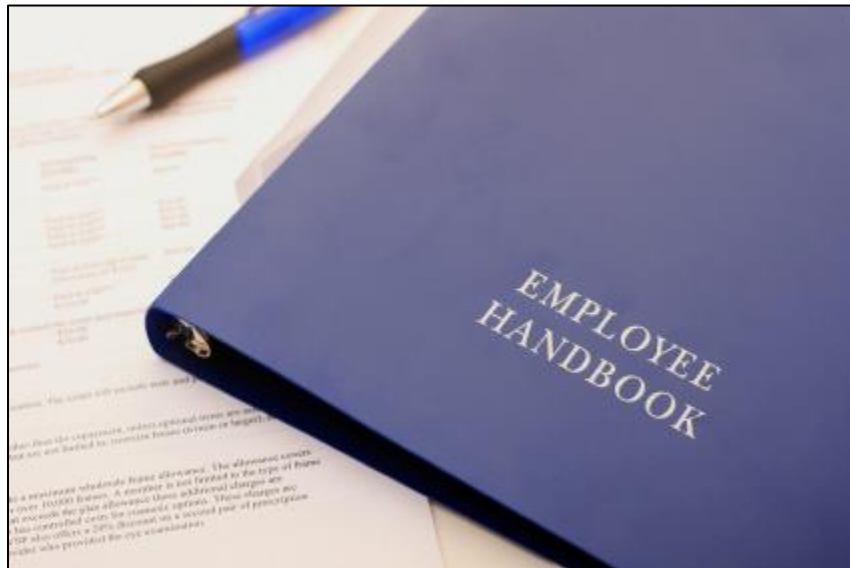


Self-Audit Checklists: Employee Handbooks



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These checklists are designed to provide accurate and authoritative information regarding the subject matter covered. It is provided with the understanding that the publisher is not engaged in rendering legal service. If you require legal advice, please seek the services of an attorney.

Employee Handbook Checklist

The following topics are considered essential in every employee handbook:

Welcome to the Company:

- Letter from the president
- Brief history of the company

Rules and Procedures:

- Working hours
- Lunch periods and breaks
- Holidays, vacations and sick leave
- Family and medical leave
- Disability accommodation requests
- Jury duty
- Military leave
- Personal calls/mail/email
- Personal use of company equipment
- Theft and dishonesty
- Misconduct and insubordination
- Use of illegal drugs and alcohol on the job
- Smoking in restricted areas
- Dress code
- Policy on sexual harassment and discrimination
- Employee privacy

Employment Policies:

- Probationary periods
- Performance evaluations

- Promotions and transfers
- Seniority
- Terminations and resignations

Compensation:

- Pay procedures
- Payroll deductions
- Performance bonuses
- Overtime payments
- Salary increases
- Expense reimbursement
- Severance pay

Benefits:

- Health, life, disability and other insurance
- Pension and retirement plans
- Workers' compensation
- Tuition assistance
- Savings and stock purchase plans

Safety and Health:

- General safety rules
- Reporting job-related accidents

➤ **Recommendation:** Your handbook should include a statement that each employee must sign to acknowledge responsibility for receiving, reading, understanding and agreeing to abide by your organization's rules. Keep the signed statement in the employee's personnel file. Your statement could read as follows: "I hereby acknowledge receipt of the company handbook. I certify that I have read and fully understand the rules and procedures contained in it. I acknowledge my full responsibility to follow them faithfully in all respects."

Self-Audit: Your Employee Handbook

Employee handbooks are valuable business tools. But if you're not careful, your handbook can turn into evidence in court against you.

Use the following questions to analyze the thoroughness and reliability of your employee handbook:

	Yes	No	Don't Know
1. Does your handbook clearly state that it is not to be considered a contract in any way and that you reserve the right to change it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If your handbook lists offenses warranting discipline, including discharge, does it make clear that those listed are merely illustrative rather than exhaustive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your handbook encourage employees to bring their complaints to their union or to management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your handbook make clear that any type of harassment is not tolerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does it provide procedures for addressing complaints of harassment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do the benefits policies contained in the handbook comply with federal and state laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do all employees receive copies of the handbook each time it is revised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have a receipt form that employees sign when they receive the handbook or any revisions of it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is your handbook up to date in all areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Does your attorney review your handbook regularly to ensure that it contains nothing in conflict with federal and state laws or local regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is it written clearly and simply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the language respectful of employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are the rules described in the handbook enforced in an evenhanded manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you make sure that your employees read the handbook?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is it free of political statements, including the organization's opinions regarding labor organizing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "No" to any of these questions, you should review your company policies and the way they are communicated to your workforce.