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EMPLOYEE HANDBOOK CHECKLIST

1

INTRODUCTION

Consider including an introductory section with a welcome message that includes the purpose of the handbook. Many employers also like to use this section to reiterate the company's purpose and mission statement.

2

HR POLICIES

In this section, you'll want to include your company's policies on conduct, sexual harassment, anti-harassment, anti-discrimination, drugs, alcohol, & smoking, company property, dress code, attendance and social media.

3

COMPENSATION & BENEFITS

Your employees will always want to know when they get paid and what benefits they receive. This section should provide them with payroll frequency and payment methods and detail the primary benefits offered, like medical, dental, and retirement savings.

4

EMPLOYEE REFERRAL PROGRAM

If your company incentivizes employees to refer personal contacts for open jobs, it's a good idea to have a specific referral policy. It should cover how people can be referred, the reward provided in return and the duration of employment required.

5

TIME OFF

A detailed leave policy lets your employees know how often they're allowed to be away from work and how to request time off.



Employee HANDBOOK

6

INFORMATION TECHNOLOGY

In this section, you'll outline the policies for the use of company electronic systems & communications, Internet access, e-mail, voicemail, fax, company cell phones, text messages and computer systems.

7

GENERAL POLICIES

Your employee handbook captures the culture, values, and personality of your company. In this section, you should outline policies for company-specific programs and procedures.

8

ACKNOWLEDGMENT

It is a good idea to create an acknowledgment form for employees to sign and date. This receipt should acknowledge that the employee has read and understands the policies and guidelines presented in the handbook.