[Company Name] Employee Handbook

Effective [date] · Version [1.0]

1. Welcome

- Welcome message from the owner or CEO
- Company history, mission and values
- Purpose of this handbook

2. Employment basics

- At-will employment statement
- Equal employment opportunity and non-discrimination
- Reasonable accommodation (disability, religion, pregnancy)
- Employee classifications (full-time, part-time, exempt, non-exempt)
- Introductory period
- Background checks and employment eligibility (Form I-9)

3. Workplace conduct

- Code of conduct
- Anti-harassment policy and how to report concerns
- Anti-retaliation
- Conflicts of interest
- Confidentiality and data protection
- Dress code
- Drug- and alcohol-free workplace
- Use of company equipment, email and internet
- Social media

4. Hours and pay

- Workweek and work hours
- Timekeeping and attendance
- Meal and rest breaks
- Overtime
- Pay periods and payday
- Payroll deductions and pay corrections
- Expense reimbursement
- Remote or hybrid work

5. Time off and leave

- Holidays
- Vacation / paid time off (PTO)

- Paid sick leave (as required by state or local law)
- Family and Medical Leave Act (FMLA), if 50+ employees
- Jury duty and voting leave
- Military leave (USERRA)
- Bereavement leave
- Pregnancy and parental leave

6. Benefits

- Health, dental and vision insurance
- Retirement plan
- Workers' compensation
- Other benefits and perks

7. Safety and security

- Workplace safety and injury reporting
- Workplace violence prevention
- Emergency procedures
- Visitors and building security

8. Performance and development

- Performance reviews
- Training and professional development
- Promotions and transfers
- Discipline process

9. Leaving the company

- Resignation and notice
- Final pay
- Return of company property
- Exit interviews
- References

10. State-specific policies

[Add any policies required by the states where you have employees.]

Employee acknowledgment

I acknowledge that I have received and read the [Company Name] Employee Handbook, and I understand that it is my responsibility to comply with the policies it contains. I understand that the handbook is not a contract of employment, that my employment is at will, and that [Company Name] may change its policies at any time.

Employee

Name: _____ Date: _____