

# Employee Handbook Checklist



<b>INTRODUCTION</b>
Welcome Letter
Agency history, mission statement, vision statement, and core values
Purpose of the handbook
<b>EMPLOYMENT POLICIES</b>
Hiring process and policies
Anti-discrimination and equal employment opportunity
At-will employment
Employee classifications (e.g. full-time, part-time)
<b>WORK PROCEDURES &amp; EXPECTATIONS</b>
Hours of operation, attendance, punctuality
Job performance expectations and evaluations
Code of conduct and dress code
<b>BENEFITS AND COMPENSATION</b>
Salary scales and bonus structures
Insurance benefits (dental, health, vision)
Retirement plans and contributions
<b>WORKPLACE SAFETY AND HEALTH</b>
Office safety protocols
Procedures for reporting hazards or injuries
Health and Wellness programs
<b>LEAVE POLICIES</b>
Paid time off, holidays
Maternity, paternity, and parental leave
Sick leave and medical absences
<b>COMMUNICATION AND GRIEVANCE PROCEDURES</b>
Feedback mechanisms
Reporting and resolving disputes or grievances
Whistleblower protection

	<b>TRAINING AND PROFESSIONAL DEVELOPMENT</b>
	Onboarding process for new hire
	Ongoing training programs
	Opportunities for professional development
	<b>SEPARATION AND TERMINATION</b>
	Resignation procedures
	Grounds for termination
	Exit interviews and feedback
	<b>LEGAL COMPLIANCE</b>
	Confidentiality and non-disclosure agreements
	Privacy policies (especially concerning client information)
	Compliance with industry regulations
	Handbook acknowledgment page