# What's in my Employee Handbook?

## 8 common things you'll find in your handbook.

### [ Almost Everything but the kitchen sink! ]

## 1. Your company's MISSION

This is the story of your company.
You are an extension of your company and part of the brand culture that makes it whole.

## 2. Wecome to the Team

One of the top uses of an employee handbook is to train new hires.
The basics that every employee should know are usually in your employee handbook.

## 3. Code of conduct

Your code of conduct section should spell out the "10 Commandments" for life as a member of your team.
Examples include but are not limited to:

- Dress code policy
- Anti-discrimination policy
- Anti-harassment policy
- Substance-free workplace policy
- Taking disciplinary action

## 4. Safety and Security

Safety and security procedures are often outlined in your policy.

- Weather
- Emergency action plans
- Anonymous Help line

## 5. Communication policies

How does your team interact with each other? What about customers, vendors, and other partners?

- Payroll schedule
- Paycheck deductions
- Job classification details
- Salary and bonuses
- Performance reviews
- Promotions and transfers
- Travel and expense policy
- Social media
- Email

## 6. Employee Rights

State and Federal guidelines including but not limited to:

- Americans with Disabilities Act (ADA)
- Equal Employment Opportunity Commission (EEOC)
- Family and Medical Leave Act (FMLA)
- Overtime Laws

## 7. Leave Policy

This outlines what to expect on paid time-off policies as well as sick leave and other leave policies.
You'll find these and possibly more:

- Holidays
- Paid Time off (vacation, sick-leave, personal
- Jury Duty
- Bereavement policies
- Leave of Absence
- Voting Time off
- Military Leave

## 8. Process for filing a complaint

Many companies use a formal process but there also may be more than one option for this.

www.myhrconcierge.com

## To learn more about HR support and current HR topics contact Chris Cooley at 855-538-6947 Ext. 108 or email ccooley@myhrconcierge.com

## my HR concierge®

### WE PUT THE HUMAN IN HR™