

# SAMPLE EMPLOYEE HANDBOOK

## [COMPANY NAME]

|  |  |
|--|--|
| FOREWORD   |  |
| DIVERSITY  |  |
| • Equal Employment Opportunity Statement                         |  |
| • Anti-harassment Policy and Complaint Procedure                 |  |
| • Americans with Disabilities Act (ADA) & Amendments Act (ADAAA) |  |
| EMPLOYMENT   |  |
| • Employee Classification Categories                             |  |
| • Background and Reference Checks                                |  |
| • Internal Transfers/Promotions                                  |  |
| • Nepotism, Employment of Relatives and Personal Relationships   |  |
| • Progressive Discipline   |  |
| • Separation of Employment                                       |  |
| WORKPLACE SAFETY   |  |
| • Drug-Free Workplace  |  |
| • Workplace Bullying   |  |
| • Violence in the Workplace                                      |  |
| • Safety   |  |
| • Smoke-Free Workplace   |  |
| WORKPLACE EXPECTATIONS   |  |
| • Confidentiality  |  |
| • Conflicts of Interest  |  |
| • Outside Employment   |  |
| • Attendance and Punctuality                                     |  |
| • Attire and Grooming  |  |
| • Electronic Communication and Internet Use                      |  |
| • Social Media—Acceptable Use                                    |  |
| • Solicitations, Distributions and Posting of Materials          |  |
| • Employee Personnel Files                                       |  |
| COMPENSATION   |  |
| • Performance and Salary Reviews                                 |  |
| • Payment of Wages   |  |
| • Time Reporting   |  |
| • Meal/Rest Periods  |  |
| • Overtime Pay   |  |
| • On-Call Pay  |  |
| • Employee Travel and Reimbursement                              |  |
| TIME OFF/LEAVES OF ABSENCE                                       |  |
| • Holiday Pay  |  |

# Employee Guidelines Template

**J Spring**



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