# Sample Employee Handbook Table of Contents Checklist

## 1. Welcome Letter and Introduction

- Letter of Appreciation to Current Employees
- New Employee Welcome Letter
- Purpose of Handbook
- Practice Background, Mission and Vision
- Organizational Chart
- Equal Employment Opportunity Statement
- Suggestion and Complaint Procedures

## 2. Employment Policies and Procedures

- Nature of Employment
- Terms and Conditions of Employee Probationary Period
- Employee Relations
- Supervisor/Manager Responsibilities
- Employee Role and Responsibilities
- Work Schedules
- Break and Meal Periods
- Overtime Policy
- Attendance Policy
- Time Cards
- Personnel Records
- Payday Schedules
- Payroll Deductions
- Performance and Salary Reviews
- Employee Resignation/Termination
- Telephone and Internet Use

## 3. Benefits

- Holidays
- Personal Time Off (e.g., Vacations, Sick)
- Health Benefits (e.g., Medical, Mental)
- Life Insurance
- Training
- Educational Assistance Program
- Family Medical Leave Act (FMLA) (e.g., Disability, Sick, Personal, Bereavement)
- Jury/Witness Duty
- Military Leave

## 4. Safety

- Office Safety Guidelines
- Emergency Procedures
- Personal Protective Equipment
## 5. Employee Conduct and Disciplinary Action

<table>
<thead>
<tr>
<th>Standards of Employee Conduct</th>
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<tbody>
<tr>
<td>Confidentiality Policy</td>
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<tr>
<td>Whistle Blower Policy</td>
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<tr>
<td>Smoking Policy</td>
</tr>
<tr>
<td>Alcohol, Drug and Substance Abuse Policy</td>
</tr>
<tr>
<td>Impermissible Forms of Harassment and Discrimination (e.g., Sexual, Disability, Age, Race)</td>
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<tr>
<td>Solicitation</td>
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<tr>
<td>Personal Appearance Standards</td>
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<tr>
<td>Dress Code</td>
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<tr>
<td>Corrective Disciplinary Action Procedures</td>
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</tbody>
</table>

## 6. Summary and Acknowledgement

<table>
<thead>
<tr>
<th>Employment at Will and Disclaimer Statement</th>
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<tbody>
<tr>
<td>Employee Handbook Date Created and Reviewed</td>
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