

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 (eg Vacations, Sick)
	Health Benefits (eg 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

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	Procedures for Reporting Accidents and Incidents
	Occupational Safety and Health Administration (OSHA)
	Security Inspections

5. Employee Conduct and Disciplinary Action

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

6. Summary and Acknowledgement

	Employment at Will and Disclaimer Statement
	Employee Handbook Date Created and Reviewed