



## EMPLOYEE HANDBOOK DEVELOPMENT GUIDE

# Worksheet for Organizing Your Handbook

Topics to Include	For each group of workers, use these columns to think about the topics you want in your handbook			Check the topics you finally decide to put in your handbook
	Part-time Employee	Seasonal Employee	Permanent Employee	
1. Welcome				
2. Brief history				
3. Mission Statement				
4. Business Policies				
4.1 General policy statement				
4.2 Organizational structure				
4.3 employee concerns/suggestions "open door policy "				
4.4 Equal Opportunity Employment				
4.5 Attitude and team cooperation				
4.6 Harassment in the workplace				
4.7 Alcohol and substance abuse				
4.8 Smoking				
4.9 Dress code				
4.10 Personal phone calls				
4.11 Getting to work				
4.12 Parking your vehicle				
4.13 Paying mileage				
4.14 Company tools/equipment				
4.15 Company vehicle use				
4.16 Safety at the workplace				
4.17 Handling visitors and customers				
4.18 Animal care policies				
5. Employee Orientation and Training				
5.1 Orientation				
5.2 Training and continuing education				
6. Employee Work Policies				
6.1 Definitions of employee groups				
6.2 Job descriptions				
6.3 Hours of work				
6.4 Overtime				
6.5 Attendance/lateness				
6.6 Working in poor weather				
6.7 Vacations				
6.8 Statutory holidays				
6.9 Employment of relatives				
6.10 Probationary period				

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	Part-time Employee	Seasonal Employee	Permanent Employee	
7. Employee Pay Information				
7.1 Recording your hours				
7.2 Pay day				
7.3 Pay check				
7.4 Cash advances				
7.5 Pay grids				
7.6 Incentives				
8. Leave of absence				
8.1 Unpaid leave of absence				
8.2 Parental leave				
8.3 Sick leave				
8.4 Leave for jury duty				
8.5 Leave for funerals				
8.6 Leave for special events				
8.7 Leave for children's school				
8.8 Leave for religious holidays				
8.9 Time off for voting				
9. Employee Discipline, Dismissal and Conflicts				
9.1 Disciplinary procedure				
9.2 Dismissal				
9.3 Resolving conflicts				
10. employee Job Performance				
10.1 Performance review				
10.2 Bonuses				
10.2 Raises - promotions				
11. Employee Benefits				
11.1 Health benefits				
11.2 Workers Compensation ins.				
11.3 Termination benefits				
11.4 Housing benefits				
11.5 Discounted purchases or "freebies"				

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