

FORM: SAMPLE HANDBOOK TABLE OF CONTENTS

INTRODUCTION	Current	New Policy	No Interest
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Title Page	_____	_____	_____
Employee Welcome Message	_____	_____	_____
Organization Description	_____	_____	_____
Introductory Statement/Intent of Handbook	_____	_____	_____
Nature of Employment/At Will	_____	_____	_____

ETHICS AND THE CODE OF CONDUCT	Current	New Policy	No Interest
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Confidentiality and Non-Disclosure	_____	_____	_____
Conflicts of Interest	_____	_____	_____
Outside Employment	_____	_____	_____

ABC POLICIES AND COMMITMENTS	Current	New Policy	No Interest
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Equal Employment Opportunity	_____	_____	_____
Sexual & Other Unlawful Harassment	_____	_____	_____
Disability Accommodation	_____	_____	_____
Immigration Law Compliance	_____	_____	_____
Retaliation	_____	_____	_____
Hiring of Relatives	_____	_____	_____
Relationships at work	_____	_____	_____
Electronic Communications	_____	_____	_____
Social Media	_____	_____	_____
Employee Relations	_____	_____	_____
Problem Resolution	_____	_____	_____
Telecommuting	_____	_____	_____
Cell Phone Usage (or Safety?)	_____	_____	_____

PERFORMANCE AND DEVELOPMENT	Current	New Policy	No Interest
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Introductory Period	_____	_____	_____
Job Descriptions	_____	_____	_____
Performance Evaluations	_____	_____	_____
Performance Improvement Programs/Corrective action/Disciplinary	_____	_____	_____
Promotions and Transfers	_____	_____	_____
Training and Development Opportunities	_____	_____	_____
Licensure or Certification Requirements	_____	_____	_____
Tuition Reimbursement	_____	_____	_____

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EMPLOYEE CONDUCT	Current	New Policy	No Interest
Employee Conduct & Work Rules	_____	_____	_____
Attendance & Punctuality	_____	_____	_____
Workplace Etiquette	_____	_____	_____
Personal Appearance	_____	_____	_____
Resignation	_____	_____	_____
Return of Property	_____	_____	_____
Personnel Data Changes	_____	_____	_____
Non-Solicitation / Distribution	_____	_____	_____
Use of Equipment & Vehicles (or Safety?)	_____	_____	_____

EMPLOYMENT STATUS & RECORDS	Current	New Policy	No Interest
Employment Categories (PT, FT)	_____	_____	_____
Overtime Eligibility/Exemption Classification	_____	_____	_____
Access to Personnel Files	_____	_____	_____
Employment Applications	_____	_____	_____
Employment Reference Checks	_____	_____	_____

EMPLOYEE BENEFIT PROGRAMS	Current	New Policy	No Interest
Employee Benefits	_____	_____	_____
Holidays	_____	_____	_____
Worker's Compensation Insurance	_____	_____	_____
Time Off to Vote	_____	_____	_____
Jury Duty	_____	_____	_____
Witness Duty	_____	_____	_____
Bereavement Leave	_____	_____	_____
Benefits Continuation (COBRA – for 20+)	_____	_____	_____
Vacation Policy	_____	_____	_____
Sick Leave Policy	_____	_____	_____

TIMEKEEPING/PAYROLL	Current	New Policy	No Interest
Timekeeping	_____	_____	_____
Rest & Meal Periods	_____	_____	_____
Overtime	_____	_____	_____
Paydays	_____	_____	_____
Work Schedules	_____	_____	_____
Pay Advances	_____	_____	_____
Employment Termination	_____	_____	_____
Emergency Closings (Inclement Weather)	_____	_____	_____
Administrative Pay Corrections	_____	_____	_____



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Pay Deductions _____

HEALTH, SAFETY AND SECURITY	Current	New Policy	No Interest
Safety	_____	_____	_____
Accident Reporting	_____	_____	_____
Visitors in the Workplace	_____	_____	_____
Workplace Violence Prevention	_____	_____	_____
Weapons	_____	_____	_____
Security Inspections	_____	_____	_____
Employee Medical Examinations	_____	_____	_____
Driving on Company Business	_____	_____	_____
Parking	_____	_____	_____
Smoking	_____	_____	_____
Personal Property	_____	_____	_____
Drug & Alcohol Use	_____	_____	_____
Drug Testing	_____	_____	_____
Recycling or other Environ. topics	_____	_____	_____

LEAVES OF ABSENCE	Current	New Policy	No Interest
Medical Leave (or FMLA for 50+)	_____	_____	_____
Military Leave	_____	_____	_____

ACKNOWLEDGEMENT	Current	New Policy	No Interest
Employee Acknowledgement Form	_____	_____	_____