



Overview

An Employee Handbook is a valuable tool for both employers and employees. It relays important information about the organization's history, mission, policies, procedures, and benefits in one clear, concise document. It is also a vital tool for helping protect the organization against engaging in or being accused of unfair and/or inconsistent treatment of employees.

Organizational Information

- Mission/Vision of Organization
- History of Organization

Employment Policies

- Reference and background checks
- At-will employment statement
- Staff evaluation process
- Personnel records (who manages them, how organization protects staff privacy, how staff request a copy, how staff request a correction if they believe information in the file is not correct, etc.)
- Termination policy
- Equal Employment Opportunity
- Prohibition of discrimination and sexual harassment, including procedure for making and investigating claims of discrimination and harassment
- Grievance procedure
- Zero tolerance of workplace violence and threats
- Drug and alcohol policy
- Tobacco use policy
- Attire/Appearance policy
- Outside activities and other employment
- Conflict of interest policy
- Whistleblower policy
- Receipt of gifts policy

Payroll and Benefits

- Payroll provider and frequency
- Employee-incurred expenses
- Exempt and nonexempt employees
- Pay deductions

- Insurance benefits (medical, dental, life, etc.)
- Workers compensation
- Retirement benefits, if applicable

Attendance / Leave of Absence

- Expected work hours
- Attendance and lateness
- Vacation policy (amount of time off granted, restrictions on use, policies for requesting time off)
- Holiday schedule
- Leave of absence for
 - Bereavement
 - Religious holidays
 - Personal days
 - Sick days
 - Jury and witness duty leave
 - Military reserve leave
 - Disability leave
 - Maternity leave

Technology and Communication Policies

- Phone use and reimbursement policy
- Information technology policy (computer, email, and internet use policy)

Safety Procedures

- Inclement weather
- First aid training
- Emergency procedures

Additional Resources

- [Sample employee handbook](#) from 501 Commons

This guide was written by Becky Silva at the Squash and Education Alliance, with input from Susan Lewis at StreetSquash and Rosemary McElroy at SquashBusters.