Employee handbook outline

Use this outline to plan your handbook or check an existing one. 'Required' items depend on your size and state; confirm with your state labor department.

Section	Status	Notes
1. Welcome and company story	Recommended	Who you are and what you value
2. About this handbook and at-will statement	Recommended	Not a contract; policies can change; Montana differs
3. Equal employment opportunity	Recommended	List federal, state and local protected categories
4. Harassment, discrimination and retaliation	Required in writing in some states	e.g. California, New York; give two ways to report
5. Reasonable accommodation	Recommended	Disability, pregnancy, religion
6. Employment categories	Recommended	Full/part-time, exempt/non-exempt
7. Work hours, timekeeping, overtime	Recommended	Workweek, no off-the-clock work, overtime rule
8. Meal and rest breaks	State law decides	Federal law does not require breaks; many states do
9. Pay and payday	Notice required in some states	Payday, deductions, pay stubs, fixing errors
10. PTO, sick leave and holidays	Sick leave required in many states and cities	Accrual, requests, carryover, payout
11. Leaves of absence (FMLA, military, jury)	FMLA notice required if covered	Covered employers with handbooks must include it
12. Attendance and call-out rules	Recommended	How and when to call out
13. Conduct and discipline	Recommended	Examples, not an exhaustive list
14. Safety and injury reporting	Recommended	Report injuries; no retaliation
15. Technology, privacy and social media	Recommended	Protect the right to discuss pay and conditions
16. Benefits	If offered	Health, retirement, discounts
17. Leaving the company	Recommended	Notice, property, final pay per state law
18. Acknowledgment form	Recommended	Signed receipt kept in the personnel file

Our state(s): _____

Number of employees: _____

Handbook owner: _____

Target date: _____

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