

Compliance Policies:

- Address Employment Law
 - Communicate the state and/or federal law
 - State employer adherence to laws
 - State employer support of laws
 - Communicate employer and employee rights and responsibilities under these laws
 - Convey process and procedure for employer and employees to follow
- Provide some protection if claims arise

Compliance Policies:

- Address Organizational Rules
 - Employer right to manage handbook contents
 - Handbook is not a contract
 - Communicate foundational operational policies
 - Attendance
 - Scheduling
 - Wage and Hour
- Convey ownership
 - Tools and equipment
 - Systems
- Ensure handbook receipt and acknowledgment

Recommended Policies: Compliance

- At-Will Employment
- Revisions to Handbook
- Disability Accommodation Policy (ADA)
- EEO / Non-discrimination Statement
- Anti-harassment Policy
- Religious Accommodation Policy
- Accommodations for Nursing Mothers
- Unemployment Compensation Insurance Policy
- COBRA
- Family and Medical Leave of Absence Policy

- Military Leave (USERRA)

- Attendance Policy
- Employment Authorization Verification
- Meal and Rest Periods Policy

- **Wage and Hour**
 - Pay Periods
 - Paycheck Deductions
 - Recording Time
 - Overtime
 - Nonsolicitation/Nondistribution Policy
- Workplace Privacy and Right to Inspect
- Acknowledgement of Handbook Receipt and Review

Recommended Policies: Best Practices

- Welcome and Introduction
- Standards of Conduct
- Customer Service Statement
- Hiring and Orientation Policies
- Career Advancement
- Expense Policies
- Performance Management and Evaluations
- Safety and Security
- Group Benefits
- Leave Benefits / Leaves of Absence
- End of Employment

Management Considerations

- Handbook Preparation
 - Federal, Single State or Multi-State
- Handbook Distribution
 - Online, printed or video
 - Revisions
- Handbook Training
- Management Consistency
- Legal Review
- Handbook Resources (New Handbook)
- ThinkHR Handbook Builder or AdvantageHR Customized Handbook Development (via BXS Insurance)

- BLR Employee Handbook Checklist <https://freetrial.blr.com/hrhero/employee-handbooks-checklist>
- Society for HR Management (SHRM) Employee Handbook Sample or Handbook Builder <https://www.shrm.org/resourcesandtools/tools-and-samples/pages/employee-handbooks.aspx>
- 6 Inspiring Handbook (incl Zappos, Netflix and Nordstrom) <https://www.nasdaq.com/article/6-inspiring-employee-handbook-examples-cm459464>
- Some states provide resources, for example https://twc.texas.gov/news/efte/table_of_contents-az.html