

SAMPLE SELECTED POLICIES FOR AN EMPLOYEE HANDBOOK



The policies in **BOLD** are suggested for all county governments.

A) INTRODUCTION

- ☐ No Contract and At Will Disclaimer
- ☐ **Receipt for Employee Handbook**
- ☐ **Welcome**
- ☐ Statement of Philosophy
- ☐ County History
- ☐ Organizational Chart
- ☐ Definitions

B) GENERAL EMPLOYMENT POLICIES

- ☐ **Equal Employment Opportunity Policy Statement**
- ☐ **Non-Discrimination and Anti-Harassment Policy**
- ☐ **Immigration Reform and Control Act Policy Statement**
- ☐ **Americans with Disabilities Act Policy Statement**
- ☐ **Occupational Safety and Health Act Policy Statement**
- ☐ Conflict of Interest and Outside Employment Statement
- ☐ Confidential Nature of Work and Non-Disclosure
- ☐ Confidentiality Agreement Form

C) EMPLOYMENT

- ☐ Initial Employment Period (aka Introductory Period, Probationary Period)
- ☐ Employee Categories
- ☐ Transfers and Promotions
- ☐ Employment of Minors

D) COMPENSATION

- ☐ Performance Management and Compensation Programs
- ☐ Performance Management Program Schedule
- ☐ Job Classifications and Pay Scales
- ☐ Payment of Salary and Explanation of Mandatory Deductions
- ☐ Overtime Pay
- ☐ Compensatory Time (*in public sector only*)
- ☐ Work Time and Breaks
- ☐ Job Sharing
- ☐ Flexible Work Time and Flexible Time
- ☐ Time Records

- ☐ Employee Referral Program
- ☐ Personnel Records
- ☐ Rehire Policy
- ☐ Advancement of Wages
- ☐ On-Call Employees and On-Call Pay
- ☐ Bonus or Incentive Programs

E) TIME OFF

- ☐ Vacation
- ☐ Personal Time
- ☐ Holidays
- ☐ Bereavement Leave
- ☐ Jury Duty
- ☐ Military Leave
- ☐ Time Off to Vote
- ☐ Absence Due to Illness
- ☐ **Leave Under Family and Medical Leave Act (FMLA)**
- ☐ Child Care Leave Policy
- ☐ Parental Leave Policy
- ☐ **School Visitation**
- ☐ Leave of Absence Without Pay
- ☐ Facility Shut Down / Snow Days
- ☐ **Victims Leave Policy**

F) EMPLOYEE BENEFITS

- ☐ Disclaimer
- ☐ Health Insurance
- ☐ Dental Insurance
- ☐ Flexible Spending Account
- ☐ Group Life Insurance
- ☐ Accidental Death and Dismemberment Insurance
- ☐ Long Term Disability
- ☐ Retirement Plan
- ☐ 401(k) Plan
- ☐ Individual Account Pension Plan
- ☐ Profit Sharing

continued on page 2

F) EMPLOYEE BENEFITS *continued*

- ☐ Short-Term Disability Benefits
- ☐ Workers' Compensation Benefits
- ☐ Service Recognition
- ☐ Education Assistance and Tuition Reimbursement Policy
- ☐ Membership Dues
- ☐ Discounts on Company Products or Services

G) ON-THE-JOB

- ☐ Attendance, Punctuality and Dependability
- ☐ **Drug and Alcohol Abuse**
- ☐ Employee Assistance Program (EAP)
- ☐ Appearance and Code of Conduct
- ☐ Anti-Nepotism Policy (*Hiring of Relatives or Significant Others*)
- ☐ Romantic or Sexual Relationships
- ☐ **Violence in the Workplace**
- ☐ **Disciplinary Procedures**
- ☐ **Accidents and Emergencies**
- ☐ On-the-Job Injury First Aid Kits or Health Services
- ☐ Open Door Policy
- ☐ **Internal Complaint Procedures**
- ☐ Solicitations, Distributions, and Use of Bulletin Boards
- ☐ Building Access and Security
- ☐ E-mail and Internet Policy
- ☐ Employer Information and Property
- ☐ Voice Mail Policy
- ☐ Telecommuting Policy
- ☐ Telephone Service Monitoring Practices
- ☐ Personal Phone Calls and Cellular Phone Usage
- ☐ Use of Company Equipment and Computer Systems
- ☐ Internal Investigations and Searches
- ☐ Reference Checks
- ☐ Smoking Policy
- ☐ Tape Recording Policy
- ☐ Travel and Expenses
- ☐ Suggestion System
- ☐ Parking Policy
- ☐ Cleanliness of Company and Lunch Facility
- ☐ Conflict of Interest
- ☐ Conducting Personal Business on Company Time
- ☐ Visitor Policy
- ☐ Personal Belongings
- ☐ Social Events

H) LEAVING (XYZ) COUNTY

- ☐ At-Will Disclaimer
- ☐ Resignation
- ☐ Dismissals
- ☐ Immediate Dismissals Misconduct
- ☐ Dismissals Other Than Immediate Termination
- ☐ Layoff / Recall
- ☐ Post Resignation / Termination Procedures
- ☐ **Consolidate Omnibus Budget Reconciliation Act (COBRA) Notification**

NOTE: Although Safety and Health is mentioned as a matter of policy in the handbook, it is generally documented separately and specific training is required. Some of the documentation and topics include (*but are not limited to*):

- ☐ Exposure Control Plan
- ☐ Disaster Recovery / Emergency Evacuation Plan
- ☐ Hazard Communication Plan
- ☐ Material Safety Data Sheets (MSDS)
- ☐ Others as required

