

Sample Manual Items

(The sample list is a sample only and not intended to be all inclusive. Each individual company or entity may have different needs or requirements.)

Employer Information:

- Welcome
- Mission/Vision statement
- Locations

Employment Policies:

- Equal Opportunity Statement
- At-will employment
- Non-discrimination policy

Attendance and Working time:

- Hours of work
- Lunch/breaks
- Pay day

Operational Policies:

- Dress and appearance
- Personal property
- Business travel & reimbursements

Safety:

- Accident reporting
- Use of equipment/vehicles
- Sanitation

Leaves of Absence:

- Family Medical Leave (FMLA)
- Military Leave
- Bereavement Leave

Benefits Information:

- Paid Holidays
- Employer paid benefits
- Personal days

Other Policies to consider:

- Privacy of records
- Salary deductions for exempt employees
- Salary/wage reviews

Acknowledgement Page and Sign off