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## [RLG Cheat Sheet: Sample Handbook Table of Contents](#)

### **Introduction**

About Our Employee Handbook/Disclaimer

### **Employment Practices**

Employment At-Will  
Equal Employment Opportunity  
Anti-Harassment and Respectful Workplace  
Americans with Disabilities Act  
Pregnancy Accommodations  
Drug and Alcohol-Free Workplace  
I-9 Policy  
Business Ethics  
Open Door Policy

### **Standards of Conduct**

Employee Code of Conduct  
Attendance and Tardiness  
Discipline and Discharge  
Confidentiality  
Conflict of Interest  
Solicitations and Distribution  
Contact with the Media  
Dress Code

### **Employment Status and Records**

Employment Classifications  
Performance Reviews  
Employment Verification and Reference Checks  
Personnel Records  
Changes/Updates to Personal Information  
End of Employment

### **Payroll**

Hours of Operation  
Workweek and Pay Schedule  
Timekeeping  
Non-Exempt (Hourly) Employees, Timesheets  
Meal Periods

- Meal/Rest Periods
- Overtime for Non-Exempt Employees
- Deductions from Wages
- Direct Deposit
- Safe Harbor Policy
- State Wage Theft Laws
- Wage Discussion/Disclosure (check state laws)

**Benefits**

- General Information and Options
- Benefits Eligibility
- COBRA
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Savings Vehicles/401(k)
- Health Care/Dependent Care Reimbursement Account
- Employee Assistance Program

**Paid Time Off**

- Time Off Policies
- Paid Time Off (with disclaimer language)
- Holidays

**Leaves of Absence (Check State Laws)**

- Leaves of Absence (and general catch-all policy)
- Family and Medical Leave
- Sick or Injured Relative Leave
- Nursing Mothers
- School Conference Leave
- Jury Duty Leave
- Bereavement Leave
- Voting Leave
- Sick or Injured Child Care Leave
- Safety Leave
- Witness/Restraining Order Leave
- Bone Marrow Donation Leave
- Other Leave

**Health and Safety**

- Safety
- Work-Related Injuries
- Workers' Compensation Insurance
- Personal Property Safety
- Company Property
- Workplace Searches
- Violence in the Workplace
- Emergency Office Closing

Use of Company Equipment and Vehicles  
Carrying, Possessing, or Using Firearms of Other Weapons  
Smoking/Smoke-Free Environment

### **Electronic and Social Media**

Acceptable Use of Electronic Communications  
Social Media Policy

### **Acknowledgment of Receipt and Terms with Contact Information**

### **COVID-19 Addendum (check OSHA regulations and state and local requirements)**

- OSHA Safety Procedures
- COVID-19 Operating Protocols
  - Pandemic Response Team
  - Preventative Material Supplies
  - General Disinfection and Safety Measures
  - Deep Cleaning and Disinfection Protocol
  - Physical Distancing Protocol
  - Mask Policy
  - On-Site Health Screening
  - Self-Quarantining and Returning after Quarantine
  - Visitor Restrictions and Protocol
  - Confirmed COVID-19 Case Protocol for Company and Employee
- Employee Training and Return to Work Protocol
  - Accommodations/Refusal to return to work
- Telecommuting or Work-from-Home Policy
  - Work-from-Home Eligibility
  - Expectations Regarding Telecommuting
  - Confidentiality (and Confidentiality Agreements)
  - Security
  - Reimbursement for Home Office (check state laws)
- COVID-Related Paid Sick Leave (update and review sick, PTO, and vacation policies. Check state laws)
- Hour Reductions, Furloughs and Temporary Layoffs (if applicable)
- Travel Policy

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