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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  
Religious Accommodations  
Drug and Alcohol-Free Workplace  
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  
Meal Periods  
Rest Periods  
Overtime for Non-Exempt Employees

Direct Deposit  
Safe Harbor Policy  
State Wage Theft Laws  
Wage Discussion/Disclosure (check state laws)

**Benefits**

General Information  
Benefits Eligibility  
COBRA  
Savings Vehicles/401(k)  
Health Care/Dependent Care Reimbursement Account  
Employee Assistance Program

**Paid Time Off**

Time Off Policies, including Holidays  
Sick and/or Safe Leave  
Paid Time Off (with disclaimer language)  
Leaves of Absence (and general catch-all policy)  
Family and Medical Leave (where applicable)  
Nursing Mothers and Childcare Leave  
Jury Duty Leave  
Bereavement Leave  
Voting Leave  
Witness/Restraining Order Leave  
Bone Marrow Donation Leave  
Other Leave (state laws)

**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 or 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**

*The information provided does not, and is not intended to, constitute legal advice; instead, all information is prepared and provided for general informational purposes only.*

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