



# Employee Handbook Builder

## Employee Handbook

### Welcome Letter

- Brief message from the CEO/Founder welcoming employees and sharing the company's mission, vision, and values.
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### 1. Introduction

- **Purpose of the Handbook:** Overview of the document's intent to guide employees on policies and expectations.
  - **At-Will Employment Statement:** A clear explanation of at-will employment.
  - **Equal Employment Opportunity Statement:** Commitment to non-discrimination and diversity.
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### 2. Company Overview

- **Mission Statement:** Core purpose of the company.
  - **Vision Statement:** Long-term aspirations.
  - **Core Values:** Key principles guiding the company culture.
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### 3. Employment Policies

- **Job Classifications:** Definitions of full-time, part-time, exempt, and non-exempt.
  - **Background Checks:** Information on pre-employment screening (if applicable).
  - **Probationary Period:** Expectations during the initial employment phase.
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### 4. Workplace Policies

- **Code of Conduct:** Expected behaviors, professionalism, and ethics.
- **Anti-Harassment and Discrimination:** Zero-tolerance policy, reporting process, and protections.
- **Workplace Safety:** OSHA compliance, emergency procedures, and injury reporting.
- **Drug-Free Workplace:** Policy on substance use and testing (if applicable).
- **Remote Work Policy:** Expectations and guidelines for remote or hybrid employees.

## 5. Timekeeping and Payroll

- **Work Hours:** Standard hours of operation, flexible scheduling (if offered).
  - **Timekeeping Requirements:** Instructions for tracking hours worked.
  - **Overtime Policy:** For non-exempt employees.
  - **Paydays and Pay Stubs:** Schedule and access information.
  - **Deductions:** Taxes, benefits, and garnishments.
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## 6. Benefits

- **Health Insurance:** Overview of plans, eligibility, and enrollment timelines.
  - **Retirement Plans:** Details of 401(k) or other savings programs.
  - **Paid Time Off (PTO):** Vacation, sick leave, and personal days.
  - **Holidays:** List of company-observed holidays.
  - **Family and Medical Leave (FMLA):** If applicable, eligibility and process.
  - **Other Benefits:** Tuition reimbursement, wellness programs, etc.
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## 7. Performance and Development

- **Performance Reviews:** Frequency and criteria.
  - **Professional Development:** Opportunities for training and growth.
  - **Promotions and Transfers:** How internal opportunities are handled.
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## 8. Technology and Communication

- **Acceptable Use Policy:** Guidelines for company-provided devices and internet use.
  - **Social Media/AI Policy:** Best practices and guidelines for personal and professional social media use.
  - **Confidentiality:** Protection of company data and intellectual property.
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## 9. Disciplinary Action

- **Process:** Steps for addressing policy violations.
- **Appeals:** How employees can respond to disciplinary decisions.

## 10. Termination

- **Voluntary Resignation:** Notice requirements.
  - **Involuntary Termination:** Grounds for termination.
  - **Final Paycheck:** Process and timing for delivery.
  - **Exit Interviews:** Purpose and process.
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## 11. Acknowledgment and Agreement

- **Employee Signature Page:**  
*"I acknowledge that I have received and reviewed the Employee Handbook and agree to abide by its policies."*