**Employee Handbook Checklist**

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| **Table of Contents** | **Work Rules/Procedures**  |
| **Definitions**  |  Hiring/Required Paperwork |
| **Welcome** |  Violence in the Workplace |
|  History |  Emergency Procedures |
|  Mission and Culture (Vision, values, goal etc.) |  Performance Evaluations |
|  Employees Covered by Handbook |  Licenses and Certifications |
|  Civil Service |  Dress Code |
|  Reserve the right to change handbook Statement |  Smoking |
|  At-Will-Employment Statement (May reference that not all employees included) |  Workplace Privacy/Confidentiality Discipline |
|  |  Employee Conduct/Code of Ethics |
| **Employment Policies** |  Attendance  |
|  Equal Employment Opportunity  |  Distracted Driver |
|  Proof of Employability |  Acceptance of Gifts |
|  Harassment |  Drug Free Workplace\*\* |
|  Sexual Harassment |  Drug and Alcohol Testing\*\* |
|  Americans with Disabilities Act (ADA) |  Travel/Company owned Vehicles |
|  Reporting/Complaint/Investigation Procedure |  Seatbelt  |
|  Affirmative Action |  Nepotism |
|  Veterans Preference |  Hiring/Job Postings/ Transfers |
|  Whistleblower/Retaliation  |  Termination of Employment/ Reduction in Force→Be aware of Peace Officer’s Bill or Right/Due Process |
|  |  Breastfeed/Lactation  |
| **General Information**  |  Pre-employment Physical |
|  Employee Classification |  Fit-for-duty Exams |
|  Breaks/Meals |  Other Employment |
|  Anniversary Date/Seniority |  Grievance Procedure |
|  Personnel Records |  Severe Weather |
|  |  |
|  | **Time Off** |
| **Payroll** |  Holiday |
|  Pay Periods/Hours of Work |  Vacation |
|  Overtime/Compensatory Time |  Sick |
|  Deductions/Direct Deposit |  Paid Time Off (PTO) |
|  Expense Reimbursement |  Bereavement (Funeral)  |
|  |  Military Leave |
| **Benefits** |  Jury/Witness Duty |
|  Insurance (Health/Dental/Vision) |  Voting Leave |
|  Flexible Spending Account (FSA |  Family and Medical Leave Act (FMLA) |
|  COBRA |  Pregnancy |
|  Short-Term/Long-Term Disability |  Unpaid Leave of Absence |
|  Retirement |  |
|  Workers Compensation | **Miscellaneous** |
|  Tuition Reimbursement/Training |  Employer Computer, Phone and Cell Phone Usage |
|  Employee Assistance Program |  Internet/Social Media  |
|  Life Insurance |  Electronic Communication Security/Privacy |
|  |  Open Records |
|  |  Political Activities |
|  | **Acknowledgment**  |

**\* Not an all-inclusive list/ not all items are applicable to every member**

**\*\*Iowa does not have a drug testing law that covers public employers-work with an attorney if you want to drug test**

**Do you really need an employee handbook?
(Article originally appeared in the May 2017 issue of IMWCA’s *the Informer* newsletter)**

There are no laws requiring public sector employers to have a handbook, so do we really need one?

Every time you set out on the daunting task of updating your handbook, you may be wondering this same thing. It is important to remember, a good handbook provides many benefits to both the employer and employee.

For new employees a handbook should be provided on the first day of employment. Not only should it provide the foundational information that they need as an employee, it also introduces them to the mission and culture of the employer.

For current employees and supervisors the handbook serves as an important communication tool. There are times when an issue occurs and human resources is not around. Handbooks provide that go-to reference for relevant information on company policies and procedures.

As a whole, handbooks need to be user-friendly and not too long. You don’t want every policy in its entirety located in the handbook. If a handbook is too cumbersome for the employee to read or utilize it becomes counter-productive and leaves you open for a lawsuit.

A handbook should not be a one-size-fits all document. It is only as good as the information in it. If you use a template or sample language, be sure to adapt it to your specific policies, procedures and the laws that are applicable to public sector employers of your size. Create your handbook with a systematic approach. Have similar information grouped together in sections is key (i.e. employment laws, benefits offered, payroll etc.).

Typically the first thing a third party investigator asks for is the employee handbook. If your handbook is written correctly and utilized consistently with every employee, it will be your first and main line of defense. On the flipside, if the handbook is inadequately written and not used properly it can be the reason an employee has taken legal action.

Finally, ensure there is an acknowledgment form that has specific language to employment-at-will and harassment policies. Be sure your handbook works with, not against, any union contracts and that you run it past your employment law attorney.

For a sample checklist of items to include in your handbook refer to the Employee Handbook Checklist on the Model Programs page of www.imwca.org.