CARDINAL
SERVICES, INC.

Employee Handbook Checklist

Increase Productivity -- Reduce Turnover -- Protect your Assets

Employee handbooks are the perfect place to outline all company policies, as well as employee benefits. This lets employees know what to expect from your company and what you expect from them. Here is a checklist of items you may need to include. Call today for help putting together a handbook customized to your situation. Don't delay! Here's a checklist of items that you may need to include:

EMPLOYMENT
- Equal Employment
- Background Checks
- At-Will Notice
- Anniversary Date/Seniority
- Immigration Law Compliance
- Introductory Period
- Employment Classifications
- Personnel Records
- Employee References
- Job Vacancies
- Employment of Relatives

CONDUCT & BEHAVIOR
- General Conduct Guidelines
- Unlawful Harassment
- Anti-Bullying
- Complaint Procedure
- Corrective Action

COMPENSATION & BENEFITS
- Per Periods
- Pay Adjustments
- Overtime
- Reporting Time Pay
- Performance Evaluation
- Work Assignments
- Mileage Reimbursement
- Advances and Loans
- Holiday & Vacation

LEAVE
- Sick Leave
- Family Medical Leave
- Oregon Family Leave Act
- OR Military Family Leave Act
- Temporary Disability Leave
- Health Insurance
- Continuation of Benefits
- Military Leave
- Jury Service Leave
- Witness Leave
- Veterans Day Leave
- Crime Victim Leave
- Political Leave
- Bereavement Leave
- Personal Leave of Absence

HEALTH, SAFETY & SECURITY
- Non-Smoking
- Drug & Alcohol
- Reasonable Accommodations
- Safety
- Workers' Compensation
- Workplace Violence
- Inclement Weather
- Driving Safety
- Automobile Accident
- Parking

WORKPLACE GUIDELINES
- Hours of Work
- Off-the-Clock Work Policy
- Meal Periods
- Rest Periods
- Lactation Accommodation
- Attendance/Tardiness
- Personal Appearance
- Confidentialty
- Conflict of Interest
- Business Gifts
- Outside Activities
- Reporting Irregularities
- Inspections/Searches
- Electronic Assets Usage
- Social Media
- Company/ Personal Phones
- Personal Property

EMPLOYMENT SEPARATION
- Resignation
- Termination
- Personal Possessions
- Return of Company Property

ACKNOWLEDGEMENT
- Acknowledgement Page
- Employer Right to Modify

WORKPLACE SOLUTIONS