

HR Handbook Checklist

The below Checklist is intended to provide an example of best practices for HR policies. The material was developed by the Human Resources Subcommittee of the WSIA Education Committee as an example of widely used policies and procedures. This document is not a substitute for legal advice and you should ensure your HR policies and practices conform with all applicable state and federal law.

	Need	Don't Need	Have	Don't Have	Revise?
INTRODUCTION					
Acknowledgment Form	<input type="checkbox"/>				
Introductory Message	<input type="checkbox"/>				
Company History	<input type="checkbox"/>				
Mission Statement	<input type="checkbox"/>				
EMPLOYMENT POLICIES & PRACTICES					
Required Policies					
Equal Opportunity Policy	<input type="checkbox"/>				
Discrimination, Harassment, & Retaliation Policy	<input type="checkbox"/>				
Hiring Practices					
The Hiring Process	<input type="checkbox"/>				
Job Posting	<input type="checkbox"/>				
Reference Checking	<input type="checkbox"/>				
Hiring of Relatives	<input type="checkbox"/>				
Pre-employment Physicals	<input type="checkbox"/>				
Pre-employment Drug Testing	<input type="checkbox"/>				
Promotions and Transfers	<input type="checkbox"/>				
Relocation	<input type="checkbox"/>				
General Employment					
Employment Classifications	<input type="checkbox"/>				
Personal Data Changes	<input type="checkbox"/>				
Confidentiality	<input type="checkbox"/>				
Access to Employee File	<input type="checkbox"/>				
Conflict of Interest	<input type="checkbox"/>				
Company Publications	<input type="checkbox"/>				
Outside Employment	<input type="checkbox"/>				

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EMPLOYMENT BENEFITS					
Overview	<input type="checkbox"/>				
Paid Time Off					
Holidays	<input type="checkbox"/>				
Vacation Time	<input type="checkbox"/>				
Sick Time	<input type="checkbox"/>				
Personal Time	<input type="checkbox"/>				
Bereavement Leave	<input type="checkbox"/>				
Jury Duty	<input type="checkbox"/>				
Voting	<input type="checkbox"/>				
Weather and Other Emergencies	<input type="checkbox"/>				
Other	<input type="checkbox"/>				
Welfare Benefits					
Educational Assistance	<input type="checkbox"/>				
Professional Memberships	<input type="checkbox"/>				
Employee Assistance Program	<input type="checkbox"/>				
Service Awards	<input type="checkbox"/>				
Insurance Benefits					
Health Insurance	<input type="checkbox"/>				
Dental Insurance	<input type="checkbox"/>				
Life Insurance	<input type="checkbox"/>				
Short Term Disability	<input type="checkbox"/>				
Long Term Disability	<input type="checkbox"/>				
COBRA	<input type="checkbox"/>				
Retirement Plan(s)					
Defined Benefit	<input type="checkbox"/>				
Defined Contribution	<input type="checkbox"/>				
401(k)	<input type="checkbox"/>				
Profit Sharing	<input type="checkbox"/>				
Other	<input type="checkbox"/>				
Leaves of Absence					
Workers' Compensation	<input type="checkbox"/>				
FMLA	<input type="checkbox"/>				

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TIMEKEEPING AND PAYROLL					
General Payroll Information					
Time Records	<input type="checkbox"/>				
Pay Days/Pay Periods	<input type="checkbox"/>				
Work Week/Scheduling	<input type="checkbox"/>				
Overtime	<input type="checkbox"/>				
Attendance & Punctuality	<input type="checkbox"/>				
Rest & Meal Periods	<input type="checkbox"/>				
Pay Advances	<input type="checkbox"/>				
Payroll Deductions	<input type="checkbox"/>				
Expense Reimbursement	<input type="checkbox"/>				
Garnishment	<input type="checkbox"/>				
Employment Termination	<input type="checkbox"/>				
Performance and Pay Increases					
Compensation	<input type="checkbox"/>				
Policy/Philosophy	<input type="checkbox"/>				
Performance Evaluation	<input type="checkbox"/>				
Merit Increases	<input type="checkbox"/>				
Incentive Pay	<input type="checkbox"/>				
Work Policies					
Smoking	<input type="checkbox"/>				
Drugs and Alcohol	<input type="checkbox"/>				
Dress Code	<input type="checkbox"/>				
Company Uniforms	<input type="checkbox"/>				
Workplace Privacy	<input type="checkbox"/>				
Workplace Dating	<input type="checkbox"/>				
Health & Safety	<input type="checkbox"/>				
Workplace Violence	<input type="checkbox"/>				
Use of Technology	<input type="checkbox"/>				
Company Vehicles	<input type="checkbox"/>				
Solicitation	<input type="checkbox"/>				
Gifts	<input type="checkbox"/>				
Parking	<input type="checkbox"/>				
Complaint Procedures	<input type="checkbox"/>				
Conduct and Discipline	<input type="checkbox"/>				
Employment Termination	<input type="checkbox"/>				
Social Media	<input type="checkbox"/>				
Personal Phone Usage	<input type="checkbox"/>				
GENERAL					
Table of Contents	<input type="checkbox"/>				
Paginate	<input type="checkbox"/>				
Sections	<input type="checkbox"/>				