

Employee Handbook Starter Outline

The sections every handbook needs. This is a skeleton, not finished policy language; have any actual policies reviewed by someone qualified before publishing.

1. Welcome & Company Overview

Mission, values, what the company does and why.

2. Employment Basics

Employment types, work hours, attendance expectations, probationary periods.

3. Compensation & Benefits

Pay schedule, overtime policy, benefits overview, time off policies.

4. Workplace Conduct

Code of conduct, dress code (if applicable), anti-harassment and non-discrimination policy.

5. Health & Safety

Safety expectations, incident reporting, emergency procedures.

6. Technology & Communication

Email/device usage, social media policy, confidentiality expectations.

7. Performance & Development

How reviews work, how promotions/raises are considered, training opportunities.

8. Leaving The Company

Resignation process, notice expectations, final pay, exit process.

9. Acknowledgement

Signature page confirming the employee received and understood the handbook.

Before You Publish

- ☐ Reviewed by someone knowledgeable about employment law in your state
- ☐ Written in plain language, not legal jargon nobody reads
- ☐ Every employee actually signs an acknowledgement