**Developing an Employee Handbook**

**Objective:** Business policy handbooks were once considered a decoration that only a large corporation provided…but not today! Owners of small businesses now use employee handbooks (a.k.a Code of Conduct) to give employees information on policies, procedures, wages, and benefits and so on. As a new owner of a business, complete the following portions of an employee handbook. You may wish to obtain copies of employee handbooks where you work, or online.

Here are some links that might be helpful:

 <http://www.sba.gov/content/employee-handbooks>

 **(Your Company Name) Employee Handbook**

**I. Welcome Message to New Employees** (a possible history of the business, mission statement, name of owners, types of products and services offered, ways an employee can progress/excel, etc.)

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**II. What you as an Employee Need to Know**

**A. Regular and Overtime Pay Policies (pay schedule, leave, breaks, etc. ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**B. Attendance and Absence Notification Policies**

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**C. Dress and Appearance Standards**

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**D. Performance Evaluations**

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**E. Complaint Procedures and Retaliation**

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**F. Accident and Safety Policies and Procedures**

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**G. Ethical and Legal Practices**

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**H. Disciplinary Action (drug/alcohol use, smoking, dating, violence, etc.)**

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**III. Benefits as an Employee**

 **A. Vacations, Holidays and Taking Time Off**

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**B. Insurance Benefits Provided (Dental, General Health, Vision, etc)**

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**C. Employee Purchases and Discounts**

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**D. Training Programs**

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**E. Other Fringe Benefits** **(and other fun advantages for working for your company)**

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