

# Employee Handbook



## Checklist of Considerations

Did you include...	Yes?
1. Employee Handbook Disclaimer and Edit Discretion	<input type="checkbox"/>
2. Employment at Will Statement	<input type="checkbox"/>
3. Equal Opportunity and Commitment to Diversity <ul style="list-style-type: none"> <li>• Equal Opportunity</li> <li>• Americans with Disabilities Act (ADA) and Reasonable Accommodation</li> <li>• Commitment to Diversity</li> <li>• Title IX Information and Resources</li> <li>• Harassment and Complaint Procedure</li> </ul>	<input type="checkbox"/>
4. Conflicts of Interest and Confidentiality <ul style="list-style-type: none"> <li>• Conflicts of Interest</li> <li>• Confidential Information</li> </ul>	<input type="checkbox"/>
5. Job Posting Process	<input type="checkbox"/>
6. Background Checks <ul style="list-style-type: none"> <li>• E-Verify</li> <li>• DMV Check</li> <li>• SC New Hire</li> <li>• Sex Offenders Registry</li> </ul>	<input type="checkbox"/>
7. Employment Relationship <ul style="list-style-type: none"> <li>• Employee Privacy</li> <li>• Privacy - Social Security Numbers</li> <li>• Employment Classification</li> <li>• Work Week and Hours of Work</li> <li>• Meal and Rest Breaks</li> <li>• Family Medical Leave Act (FMLA)</li> <li>• Time Records</li> <li>• Bonuses</li> <li>• Overtime</li> <li>• Deductions from Pay/Safe Harbor</li> <li>• Paychecks</li> <li>• Access to Personnel Files</li> <li>• Employment of Relatives and Domestic Partners</li> <li>• Occupational Safety and Health (OSHA) Statement</li> <li>• Fair Labor Standards Act Information</li> <li>• Teacher Certification Information               <ul style="list-style-type: none"> <li>○ Alternative Certification Program</li> <li>○ Teacher Professional Certification Renewals</li> </ul> </li> </ul>	<input type="checkbox"/>

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<ul style="list-style-type: none"> <li>○ Teacher Initial Certification</li> <li>○ Teacher Loan Forgiveness</li> <li>● TB Testing Regulation</li> <li>● Contract Employees             <ul style="list-style-type: none"> <li>○ Contract Terms</li> <li>○ Breach of Contract Information</li> </ul> </li> <li>● Separation from Employment</li> </ul>	
<p>8. Workplace Safety</p> <ul style="list-style-type: none"> <li>● Drug-Free and Alcohol-Free Workplace</li> <li>● Smoke-Free Workplace</li> <li>● Workplace Violence Prevention</li> <li>● Commitment to Safety</li> <li>● Emergency Closings</li> <li>● Visitors</li> </ul>	<input type="checkbox"/>
<p>9. Workplace Guidelines</p> <ul style="list-style-type: none"> <li>● Attendance</li> <li>● Job Performance</li> <li>● Dual and Outside Employment</li> <li>● Dress and Grooming</li> <li>● Social Media Acceptable Use</li> <li>● Bulletin Boards</li> <li>● Solicitation</li> <li>● Computers, Internet, Email, and Other Resources</li> <li>● Disciplinary Procedure</li> </ul>	<input type="checkbox"/>
<p>10. Time Off and Leaves of Absence</p> <ul style="list-style-type: none"> <li>● Attendance and Timekeeping</li> <li>● Holidays</li> <li>● Vacation</li> <li>● Sick Leave</li> <li>● Family Medical and Leave</li> <li>● Military Leave</li> <li>● Bereavement Leave</li> <li>● Jury Duty/Court Appearance</li> <li>● Time Off for Voting</li> </ul>	<input type="checkbox"/>
<p>11. Employee Benefits</p> <ul style="list-style-type: none"> <li>● Medical, Dental, and Vision Insurance</li> <li>● Group Life Insurance</li> <li>● Supplemental Long-Term Disability</li> <li>● Retirement Plans</li> <li>● Workers' Compensation</li> <li>● Employee Assistance Program</li> </ul>	<input type="checkbox"/>
<p>12. Employee Handbook Acknowledgment and Receipt</p>	<input type="checkbox"/>
<p>13. Employee Acknowledgement and Receipt of Harassment Policy</p>	<input type="checkbox"/>