# **Employee Handbook Checklist**

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# **Note:** This handbook checklist serves as a general guide to policies and expectations. It is essential to consult federal and state labor laws, as well as local employment regulations, to ensure compliance before implementing any policies.

# Introduction & Welcome

Welcome message from shop owner or manager

Brief history and mission statement

Shop culture and values

# Employment Policies & Expectations

At-Will Employment Statement (if applicable by state law)

Equal Employment Opportunity (EEO) policy

Non-discrimination and anti-harassment policies

Code of conduct and professional behavior expectations

Attendance, punctuality, and scheduling policies

Dress code and personal appearances guidelines

# Compensation & Work Hours

Pay periods and methods of payment

Overtime policies (in compliance with FLSA and state laws)

Breaks, meal periods, and rest periods (in compliance with state laws)

Timekeeping procedures (clocking in/out, reporting hours)

# Benefits & Time Off

Paid time off (PTO), sick leave, vacation, and personal days (state-specified)

Holiday schedule and holiday pay policy

Family and medical leave policies (FMLA compliance, if applicable)

State-mandated paid leave policies (if required)

Employee discount policy

Any additional benefits included with employment

# Workplace Policies & Safety

Health and safety protocols (including emergency procedures)

Policies on lifting heavy items, ladder safety, and shop organization

Fire and emergency exit procedures

Anti-theft and shoplifting prevention policy

Acceptable use of shop equipment (scissors, rotary cutters, sewing machines)

# Customer Service & Shop Operations

Expectations for greeting and assisting customers

Handling customer complaints and returns

Cash register operations and handling payments

Restocking, organizing, and maintaining store cleanliness

Workshop and event support policies (if applicable)

# Technology & Communications Policies

Appropriate use of store phones and computers

Personal phone and social media use during work hours

Email and online communications guidelines

Customer privacy and confidentiality policy

# Discipline & Termination Policies

Steps for handling performance concerns or policy violations

Progressive discipline process (if applicable)

Grounds for immediate termination

Notice period and final paycheck procedures (state-specific)

# Acknowledgement & Agreement

Employee acknowledgement form stating they have read and understand the handbook

# Legal Disclaimer

This handbook checklist provides general guidelines for employees and is not a binding contract. Policies should be reviewed regularly for compliance with federal, state, and local employment laws. Employers are encouraged to consult legal professionals when drafting or updating their employee handbook.