



Employee Handbook Outline

General Employment Policies

- Introductory Statement *[All Employers]*
- Harassment, Discrimination and Retaliation Prevention *[All Employers]*
- At-Will Employment Status *[All Employers]*
- Right to Revise *[All Employers]*
- Diversity, Equity and Inclusion *[Recommended]*

Hiring

- New Hires *[Optional]*
- Job Duties *[Optional]*
- Service Credit *[Optional]*
- Full-Time Employees *[Optional]*
- Part-Time Employees *[Optional]*
- Inactive Status *[Optional]*
- Job Sharing *[Optional]*
- Regular Employees *[Optional]*
- Temporary Employees *[Optional]*

Time Off and Leaves of Absence

- Bereavement Leave *[Optional]*
- Civil Air Patrol Leave *[15 or more Employees]*
- Crime or Abuse Victims' Leave and Accommodation *[All employers]*
- Crime or Abuse Victims' Leave for Treatment *[25 or more Employees]*
- Criminal Judicial Proceedings and Victims' Rights Leave *[All Employers]*
- Jury Duty and Witness Leave *[All Employers]*
- Extended Medical Leave *[Optional]*
- Family and Medical Leave (FMLA) *[50 or more employees]*
- California's California Family Rights Act (CFRA) *[5 or more employees]*
- Leave Donation Program *[Optional]*
- Military Leave *[All Employers]*
- Military Spouse Leave *[25 or more Employees]*
- Organ and Bone Marrow Donor Leave *[15 or more Employees]*
- Paid Time Off *[Recommended if offered]*
- San Francisco Paid Parental Leave *[Employees in San Francisco]*
- Personal Leave *[Optional]*
- Pregnancy Disability Leave *[5 or More Employees]*
- School and Child Care Activities Leave *[25 or more Employees]*
- School Appearances Involving Suspension *[All Employers]*
- Sick Leave *[All Employers in California not covered by other local sick leave ordinances]*
- Sick Leave *[Employees in Berkeley]*
- Sick Leave *[Employees in Emeryville]*
- Sick Leave *[Employees in Los Angeles]*
- Sick Leave *[Employees in Oakland]*
- Sick Leave *[Employees in San Diego]*



Time Off and Leaves of Absence (continued)

- Sick Leave *[Employees in San Francisco]*
- Sick Leave *[Employees in Santa Monica]*
- Time Off for Voting *[All Employers]*
- Vacation *[Recommended if offered]*
- Volunteer Civil Service Personnel *[All Employers]*

Benefits

- Benefits Overview *[Optional]*
- External Employee Education *[Optional]*
- Holidays *[Recommended if offered]*
- San Francisco Lactation Accommodation *[Employees in San Francisco]*
- Lactation Accommodation *[All Employers]*
- Paid Family Leave *[Optional]*
- Workers' Compensation *[All Employers]*

Management

- Employee Property *[Recommended]*
- Employment of Relatives *[Optional]*
- Names and Addresses Policy *[Optional]*
- Open-Door Policy *[Optional]*
- Performance Evaluations *[Recommended]*
- Personnel Records *[Recommended]*
- Telecommuting *[Optional]*
- Workplace Privacy - Audio/Video Recordings *[Optional]*

Company Property

- Bulletin Boards *[Optional]*
- Electronic and Social Media *[All Employers]*
- Personal Use of Company Cell Phone *[Optional]*
- Employer Property *[All Employers]*
- Guests and Visitors *[Optional]*
- Housekeeping *[Optional]*
- Off-Duty Use of Facilities *[Optional]*
- Parking *[Optional]*
- Smoking *[All Employers]*
- Solicitation and Distribution of Literature *[Optional]*

Employee Conduct

- Business Conduct and Ethics *[Optional]*
- Conducting Personal Business *[Optional]*
- Confidential Information *[Optional]*
- Conflicts of Interest *[Optional]*
- Customer Relations *[Optional]*
- Dress Codes and Other Personal Standards *[Optional]*

Employee Conduct (continued)

- Drug and Alcohol Abuse [All Employers]
- News Media Contacts [Optional]
- Off-Duty Conduct [Optional]
- Other Employment [Optional]
- Political Activity [Optional]
- Prohibited Cell Phone Use [Optional]
- Prohibited Conduct [Optional]
- Prohibited Use of Company Cell Phone While Driving [All Employers]
- Punctuality and Attendance [Optional]

Wages

- Advances [Optional]
- Alternative Workweek [Optional]
- Reporting-Time Pay [Optional]
- Deductions for Exempt Employees [Optional]
- Expense Reimbursements [Optional]
- Makeup Time [Optional]
- Meal and Rest Periods [All Employers]
- Overtime for Nonexempt Employees [All Employers]
- Pay Differentials [Optional]
- Pay for Mandatory Meetings/Training [Optional]
- Payment of Wages [All Employers]
- Recruitment Bonus [Optional]
- Timekeeping Requirements [All Employers]
- Work Schedules [Optional]

Safety and Health

- Employees Who Are Required to Drive [Optional]
- Ergonomics [All Employers]
- Fragrance Policy [Optional]
- Health and Safety [All Employers]
- Heat Illness [All Employers]
- Inclement Weather/Natural Disasters [Optional]
- Recreational Activities and Programs [Optional]
- Security [All Employers]
- Workplace Violence [All Employers]
- Employee References [Optional]
- Involuntary Termination and Progressive Discipline [Optional]
- Reductions in Force [Optional]
- Voluntary Resignation [Optional]
- Confirmation of Receipt

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