



[COMPANY NAME]

Employee Handbook

Template provided by Rally Point HR

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Effective Date: [MM/DD/YYYY] **Version:** [v1.0]

How to Use This Template

This handbook is designed as a customizable starting point for U.S.-based employers. Review and tailor the content to your organization's size, industry, and state/local requirements. Consider having qualified HR and legal counsel review your final version before publishing.

Customization key:

- [BRACKETS] indicate placeholders you should replace.
- "Optional" sections may be included or removed.
- "State/Local Addendum" areas are intentionally generic and should be completed for your location(s).

Document Control

Version	Effective Date	Owner	Notes
[vX.X]	[MM/DD/YYYY]	[Name/Title]	[Summary of changes]
[vX.X]	[MM/DD/YYYY]	[Name/Title]	[Summary of changes]
[vX.X]	[MM/DD/YYYY]	[Name/Title]	[Summary of changes]
[vX.X]	[MM/DD/YYYY]	[Name/Title]	[Summary of changes]

Important Notices

This handbook is for informational purposes only and does not constitute legal advice. Nothing in this handbook creates an employment contract or guarantee of continued employment. The Company may interpret, modify, suspend, or discontinue policies in this handbook at any time, with or without notice, subject to applicable law.

If any policy in this handbook conflicts with applicable federal, state, or local law, the law will control. Where required, additional notices and policies may be provided in a State/Local Addendum.

Employee Acknowledgement

All employees must sign the acknowledgement on the last page of this handbook and return it to [HR/People Operations/Manager].

Table of Contents

Insert an automatic Table of Contents in Word: References > Table of Contents > Automatic Table 1. Then right-click the TOC and select “Update Field” after edits.

[TOC will appear here after you insert it in Word.]

1. Welcome

Welcome to [COMPANY NAME]. We are glad you are here. This handbook summarizes key policies, benefits, and expectations to help you understand how we work together.

1.1 About the Company

Mission: [Insert mission statement]

Values: [Insert 3-6 values and what they look like in action]

How we work: [Insert brief overview of operating principles]

Customization note: Replace the placeholders above with your mission, values, and operating principles.

2. Employment Basics

2.1 Equal Employment Opportunity

[COMPANY NAME] is an equal opportunity employer. We are committed to providing a workplace free from discrimination and harassment and to making employment decisions based on business needs, job requirements, and individual qualifications.

Customization note: Add protected classes required by your state/local laws and any additional commitments you want to publish.

2.2 At-Will Employment (U.S.)

Employment with [COMPANY NAME] is “at-will” unless otherwise required by law or set forth in a written agreement signed by an authorized Company representative. This means either you or the Company may end employment at any time, with or without cause or notice, subject to applicable law.

Customization note: Remove or edit if not applicable to your jurisdiction or if you use employment agreements that modify at-will status.

2.3 Accommodation

[COMPANY NAME] provides reasonable accommodations to qualified individuals with disabilities and, where applicable, for sincerely held religious beliefs, practices, or observances. Employees should request accommodations through [HR/People Operations].

2.4 Anti-Harassment and Anti-Retaliation

[COMPANY NAME] prohibits harassment of any kind and retaliation against anyone who raises a concern in good faith or participates in an investigation. Harassment includes unwelcome conduct based on protected characteristics and may be verbal, physical, visual, or digital.

How to report: Contact [HR/Manager/Hotline] as soon as possible.

Investigation: The Company will review concerns promptly and take appropriate action.

Customization note: Add reporting channels (including anonymous options if you have them) and investigation timelines if you use them.

2.5 Employment Eligibility and Onboarding

As part of onboarding, employees must complete required forms and provide documentation establishing identity and authorization to work as required by law.

New hires may be subject to background checks and/or credential verification consistent with applicable law and the requirements of the role.

Customization note: Specify what checks apply (criminal, education, employment, MVR, drug testing), and where required, provide separate disclosures/authorizations.

3. Workplace Conduct

3.1 Professional Conduct

We expect employees to act professionally, treat others with respect, and support a safe and inclusive workplace.

- Be punctual and prepared.
- Use respectful communication; assume positive intent.
- Protect Company, client, and coworker information.

3.2 Conflict of Interest

Employees must avoid activities or relationships that create, or appear to create, a conflict between personal interests and the interests of [COMPANY NAME]. Potential conflicts should be disclosed to [HR/Manager].

Customization note: Add specifics for your industry (outside employment, gifts, vendors, family relationships, etc.).

3.3 Workplace Violence Prevention

[COMPANY NAME] prohibits threats, intimidation, and violence. Report concerns immediately to [Manager/HR/Security/911 if imminent].

3.4 Drug-Free Workplace

Employees may not possess, use, sell, or be under the influence of illegal drugs at work or while conducting Company business. Misuse of alcohol or medication that impairs performance or safety may result in corrective action.

Customization note: If you conduct drug testing, add a separate policy describing when and how testing occurs, plus state-specific requirements.

4. Time, Attendance, and Scheduling

4.1 Work Schedules

Work schedules vary by role and business needs. Your manager will confirm your expected hours, work location, and scheduling process.

4.2 Timekeeping (Hourly/Non-Exempt Employees)

Hourly employees must accurately record all time worked using [timekeeping system]. Off-the-clock work is not permitted. If you forget to clock in/out, notify your manager promptly.

4.3 Attendance

Regular attendance is essential. If you will be late or absent, notify your manager as soon as possible and follow team call-out procedures.

Customization note: Define call-out timing (e.g., at least 1 hour before shift), point systems if used, and any role-specific requirements.

5. Pay Practices

5.1 Pay Periods and Paychecks

Pay periods are [weekly/biweekly/semi-monthly/monthly]. Pay is issued on [day(s)] via [direct deposit/check].

5.2 Overtime (Non-Exempt Employees)

Non-exempt employees are paid overtime in accordance with applicable law. Overtime must be approved in advance by your manager.

Customization note: Overtime rules vary by state. Confirm applicable thresholds and exemptions with counsel.

5.3 Expense Reimbursement

Business expenses must be reasonable, documented, and pre-approved when required. Submit reimbursement requests within [X] days with receipts using [expense tool].

6. Benefits (Summary)

Benefit offerings may include medical, dental, vision, retirement, life and disability insurance, EAP, and wellness benefits. Eligibility, waiting periods, and costs are described in your benefits materials.

Customization note: Reference your benefits guide and specify eligibility rules (FT/PT thresholds, waiting periods, enrollment windows).

7. Time Off and Leaves of Absence

7.1 Paid Time Off (PTO) / Vacation

[COMPANY NAME] provides paid time off to eligible employees. PTO accrues [per pay period/annually] based on tenure and role. Requests should be submitted through [system] at least [X] days in advance when possible.

Customization note: Define accrual rates, carryover caps, payout rules upon separation (state-specific), and any blackout periods.

7.2 Sick Time

Employees should stay home when sick and notify their manager according to the attendance policy. Paid sick time, where provided, is administered in compliance with applicable laws and Company policy.

Customization note: Many states/cities require paid sick leave with specific accrual and notice rules. Add your location-specific policy.

7.3 Holidays

The Company observes the following holidays: [List holidays].

7.4 Bereavement

Eligible employees may receive bereavement leave of [X] days for the death of an immediate family member.

7.5 Jury Duty and Witness Leave

The Company will comply with applicable laws related to jury duty and court appearances.

7.6 Voting

The Company will provide time off to vote as required by applicable law.

7.7 Military Leave

[COMPANY NAME] supports employees who serve in the uniformed services. Military leave and reinstatement rights will be provided in accordance with applicable law.

7.8 Family and Medical Leave (Optional / As Applicable)

Depending on your work location and eligibility, you may be entitled to job-protected leave under federal, state, or local law. Contact [HR] for eligibility and required documentation.

Customization note: If you are covered by FMLA or state leave programs, include detailed policies and required notices, or reference separate leave documents.

8. Remote Work and Workplace Flexibility (Optional)

[COMPANY NAME] may offer remote or hybrid work arrangements depending on role and business needs. Remote work is not an entitlement and may be modified or discontinued.

8.1 Remote Work Expectations

- Maintain a reliable internet connection and appropriate workspace.
- Protect confidential information and use Company-approved tools.
- Be available during core hours: [Insert].
- Follow all timekeeping requirements if non-exempt.

Customization note: Add equipment stipends, reimbursement rules, travel-to-office expectations, and location restrictions if applicable.

9. Technology, Data, and Communications

9.1 Acceptable Use

Company systems (email, chat, devices, networks, software) are for business use. Limited personal use is permitted if it does not interfere with work, incur cost, or violate policy.

9.2 Information Security

- Use strong passwords and multi-factor authentication where provided.
- Do not share credentials.
- Report suspected phishing or data loss immediately to [IT/Security].

9.3 Social Media

Employees should be thoughtful when using social media. Do not disclose confidential information or represent personal opinions as Company statements. Follow applicable laws and Company guidelines.

Customization note: If you have regulated roles/industries, include stricter guidance and approvals for public communications.

10. Health and Safety

10.1 Safety Commitment

We are committed to a safe workplace. Employees must follow safety rules, wear required protective equipment, and report hazards and injuries immediately.

10.2 Incident Reporting

Report workplace injuries to [Manager/HR] as soon as possible and complete required incident documentation.

11. Performance and Development

11.1 Performance Expectations

Employees are expected to meet role responsibilities, demonstrate Company values, and work collaboratively. Managers provide coaching and feedback throughout the year.

11.2 Performance Reviews

Performance reviews may occur [annually/semi-annually] and may include goal-setting and development planning.

11.3 Corrective Action (Progressive Discipline)

The Company may use corrective action to address performance or conduct issues. Depending on circumstances, corrective action may include coaching, verbal warning, written warning, final warning, suspension, or termination. The Company may skip steps when appropriate.

Customization note: Tailor this to your desired approach and ensure consistency with any collective bargaining agreements or state requirements.

12. Separation of Employment

12.1 Resignation

Employees who resign should provide at least [two weeks] notice to their manager.

12.2 Return of Company Property

All Company property must be returned on or before the last day of employment, including keys, badges, devices, documents, and equipment.

12.3 Final Pay

Final pay will be provided in accordance with applicable state and local laws.

State/Local Addendum (Optional)

Use this section to include required notices or policies for the states/cities where you employ people (e.g., paid sick leave rules, harassment training requirements, wage notices, meal/rest breaks, leave programs, etc.).

Locations covered: [List states/cities]

Customization note: If you operate in multiple locations, consider separate addenda by state to avoid confusion.

Appendix A: Employee Handbook Acknowledgement Form

I acknowledge that I have received and reviewed the [COMPANY NAME] Employee Handbook dated [MM/DD/YYYY]. I understand that it is my responsibility to read and comply with the policies in this handbook. I understand that this handbook does not create a contract of employment and that my employment is at-will unless otherwise required by law or set forth in a written agreement signed by an authorized Company representative.

Employee Name (print): _____

Employee Signature: _____

Date: _____

Received by (HR/Manager): _____

Appendix B: Complaint / Concern Report (Optional)

Use this form to document concerns related to workplace conduct, harassment, safety, or other policy issues.

Your name (optional):

Best way to contact you:

Date of report:

People involved:

What happened (facts, dates, times, locations):

Witnesses (if any):

Any documents or evidence:

Requested resolution (if any):

Appendix C: Remote Work Agreement (Optional)

This agreement should be completed for approved remote/hybrid arrangements.

Employee name: _____

Role/title: _____

Manager: _____

Work arrangement (remote/hybrid;
days/hours):

Primary work location (city/state):

Equipment / reimbursement / security
acknowledgement:

Employee Signature:

Date: _____

Manager Signature:

Date: _____