



## **Checklist: Employee Handbook Musts**

Here's a handy checklist to use when updating your handbook. Check off each after you verify that your handbook includes the item and that you have checked that it is up-to-date.

- At-will statement
- Non-contract acknowledgment
- Acknowledgment of handbook receipt
- Updated milk expression policy
- Updated reasonable accommodations policy for pregnancy
- Updated all handbook policies after NLRB overturned Boeing case
- Policy encouraging mental health and employee assistance program
- Updated telework rules for dress, grooming, behavior, harassment and décor
- Policy outlining complaint process for harassment and discrimination
- Rule requiring bystander discrimination and harassment reporting
- Policy for disability and religious reasonable accommodation
- Policy allowing leave as a reasonable accommodation even if no leave earned or left
- Policy on dress and grooming that includes state and local rules on natural hair plus religious beliefs
- Policy on dress and grooming that allows transgender expression and does away with stereotype-based dress codes
- Remove rules on pay discussion
- Revise the civility rule to ban hate speech but allow “gossip” and “negativity”
- Policy on overtime and volunteer time
- Consider a separate supplemental handbook for some locations or occasions
- Updated DEI policy/programs to with recent litigation after Supreme Court affirmative action decision