

Employee handbook review checklist

Use this alongside the guide. Updated October 14, 2026.

- ☐ Include an at-will statement where applicable
- ☐ Include equal employment opportunity and anti-harassment policies
- ☐ Provide a clear complaint procedure with a no-retaliation promise
- ☐ Explain the reasonable accommodation process
- ☐ Document timekeeping rules and prohibit off-the-clock work
- ☐ Include meal and rest break rules where state law requires them
- ☐ Update PTO and paid sick leave policies for each state
- ☐ Include FMLA and state leave policies where they apply
- ☐ Add state supplements for every state with employees
- ☐ Add a disclaimer that the handbook is not a contract
- ☐ Review confidentiality, social media, and conduct rules against NLRA protections
- ☐ Remove any pay secrecy language
- ☐ Collect signed acknowledgments for every version
- ☐ Schedule an annual review before January and July effective dates

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