THE ENTERPRISE TEAM — KNOWLEDGE CENTER

Employee Handbook Essentials

Key policies and sections every employee handbook should include, aligned to current practice.

Foundational sections

- Welcome, mission, and at-will employment statement.
- Equal employment opportunity and anti-harassment policy.
- Code of conduct and disciplinary process.

Pay & time

- Work hours, overtime, and timekeeping.
- Paid time off, holidays, and sick leave.
- Leaves of absence (FMLA, military, jury duty).

Benefits & well-being

- Overview of health and welfare benefits and eligibility.
- Retirement plan summary and enrollment.
- Employee assistance and wellness resources.

Compliance & acknowledgment

- Confidentiality and data-security expectations.
- Technology and acceptable-use policy.
- Signed acknowledgment of receipt from each employee.

Questions about how this applies to your organization? Our advisors offer a free consultation — visit the contact page on our website.

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