Employee Handbook Sections Checklist

A plain-language guide to finding the written workplace rules before you need them.

Resource ID: W1-RES-003 | Keyword: HANDBOOK

Purpose

You do not have to memorize every policy. You need to know where to look, what the company says its process is, and who you should contact when something happens at work.

Find these sections before there is a problem

- [ ] Attendance and call-out procedure
- [ ] Pay, timekeeping, overtime, clock-in/clock-out, and paystub access
- [ ] Discipline, write-ups, performance expectations, and appeals if available
- [ ] Harassment, discrimination, retaliation, and complaint reporting steps
- [ ] Leave, sick time, accommodations, pregnancy, disability, or other absence-related sections
- [ ] Safety rules, injury reporting, emergency procedures, and workplace hazard reporting
- [ ] Technology, social media, phones, email, confidentiality, and workplace communication rules
- [ ] Who to contact with questions: supervisor, HR, payroll, compliance, safety, or another contact

When something feels off

- [ ] Read the policy before reacting.
- [ ] Document what happened, including dates, times, names, and what was said or done.
- [ ] Save non-confidential proof you are allowed to keep.
- [ ] Ask where the written rule or process is located.
- [ ] Get qualified help when the issue is serious, legal, or time-sensitive.

Notes

Policy location	
Contact person	

Questions I need to ask	
Next step	

Sources to read next

Use these sources for additional context. They are not a substitute for legal, financial, or individualized career advice.

EEOC - What to Do if You Believe You Have Been Harassed at Work: https://www.eeoc.gov/laws/guidance/what-you-should-know-what-do-if-you-believe-you-have-been-harassed-work

EEOC - Creating Employee Policies: https://www.eeoc.gov/employers/small-business/creating-employee-policies

OSHA Worker Rights: https://www.osha.gov/workers

NLRB - Protected Concerted Activity: https://www.nlrb.gov/about-nlrb/rights-we-protect/the-law/employees/concerted-activity

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