

Personnel Policies: Mandatory, Recommended, and Optional

Mandatory: policies that you need to include in your handbook as a matter of law or to establish and/or maintain employment at-will status (if applicable in your state).

- At-Will Employment Status: required to establish at-will status.
- Right to Revise: required to ensure your right to change your policies.
- Confirmation of Receipt: a form to prove employee's receipt of your policies.
- Introductory Statement: must state that current version supersedes all previous editions.
- Equal Employment Opportunity: required for employers with 5 or more employees, nearly all employers are subject to discrimination and sexual harassment laws.
- Unlawful Harassment: nearly all employers are subject to discrimination and sexual harassment laws, either federal or state.
- Pregnancy Leave: very state specific! Be sure to get some advice before including or deleting this policy.
- Family Medical Leave: applicable only to employers with 50+ employees, with many states having parallel requirements.

Recommended: policies that reference obligations you may have, but aren't necessarily required to be spelled out in your personnel manual. These policies are considered "best practice" and are useful in clarifying employee expectations and avoiding misunderstandings. Many are state-specific, so be sure to consult with a professional regarding your specific duties!

- Vacation
- Sick Leave
- Paid Time Off
- Personal Leave
- Jury Duty and Witness Leave
- Domestic Violence Leave
- Victims of Crime Leave
- Military Leave
- Military Spouse Leave
- Volunteer Civil Service Personnel
- School Activities
- Time Off for Voting
- Workers' Compensation
- Holidays
- Employer Property
- Prohibited Use of Company Cell Phone While Driving
- Drug and Alcohol Abuse
- No Solicitation of Customers or Employees
- Meal and Rest Periods
- Health and Safety
- Ergonomics
- Security
- Workplace Violence

Optional: policies that are your choice to include or not. As with the “Recommended” policies, they are useful in avoiding future misunderstandings.

- Employee Classification: full-time, part-time, regular, temporary, etc.
- New Hires
- Inactive Status
- Leaves of Absence
- Bereavement Leave
- Extended Medical Leave
- Paid Family Leave Benefits
- Insurance Benefits
- Continuing Education
- Names and Addresses
- Open-Door
- Employment of Relatives
- Employee Property
- Telecommuting
- Privacy and Confidentiality
- Off-Duty Use of Company Property
- Guests and Visitors
- Personal Use of Cell Phone
- Use of Email and Internet
- Housekeeping
- Parking
- Smoking
- Prohibited Conduct
- Off-Duty Conduct
- Punctuality and Attendance
- Conducting Personal Business
- Dress Code
- Business Conduct and Ethics
- Conflict of Interests
- Payment of Wages
- Pay Differentials
- Call-In Pay
- Makeup Time
- Pay for Mandatory Training/Meetings
- Advances
- Overtime
- Work Schedules
- Alternate Workweek
- Timekeeping Requirements
- Employees Who are Required to Drive
- Inclement Weather/Natural Disasters
- Voluntary Resignation
- Involuntary Termination and Progressive Discipline
- Employee References