

LAW OFFICES OF  
**Pullano & Farrow**  
PLLC

www.lawpf.com

**EMPLOYEE HANDBOOK POLICY CHECKLIST**

\*Updated as of February 2023\*

Policy	Description	Recommended (if applicable)	Required in writing by state or federal law	Required by state or federal law (does not need to be in writing)
Acknowledgement Form	Include at end of handbook an acknowledgement form for employee to sign acknowledging receipt and review of handbook upon hiring.	X		
Anti-discrimination	This policy explains that the Company does not discriminate against any protected traits or allow discrimination of any kind in the workplace.			X
Anti-Retaliation	This policy explains that the Company does not retaliate or allow any retaliation in the workplace against an employee who makes a good faith report of a violation of any protected right, or who makes any whistleblower reports to a supervisor, third party, agency, public body.			X
At-will Employment	This policy explains that employers reserve the right to terminate employees at any time, and employees may voluntarily leave at any time, with or without notice or cause, for any reason, except an illegal one.	X		

Policy	Description	Recommended (if applicable)	Required in writing by state or federal law	Required by state or federal law (does not need to be in writing)
Attendance & Standard Working Hours	This policy explains the Company's expectation regarding employee punctuality, and its policy on dealing with absenteeism and tardiness.	X		
Background Check	This policy explains that the Company performs background checks as part of the application process.  *there are industry-specific laws that require background checks for employees in sensitive or dangerous positions, including childcare providers.	X		
Bereavement Leave	(Optional). This policy explains how much paid or unpaid bereavement leave is available and for what circumstances.	X		
Blood Donation Leave	This policy explains the Company will allow time off for employees to donate blood.			X
Bone Marrow Leave	This policy explains the Company will allow time off for employees to donate bone marrow.			X
Business Expense Reimbursement Policy	This policy explains how the Company will reimburse employees for necessary and	X		

Law Offices of Pullano & Farrow PLLC

Policy	Description	Recommended (if applicable)	Required in writing by state or federal law	Required by state or federal law (does not need to be in writing)
	reasonable expenses related to the normal conduct of business.			
COBRA Benefits	This policy gives an overview of the Company's compliance with the Consolidated Omnibus Budget Reconciliation Act of 1985, otherwise known as COBRA.			X
Code of Conduct	This document provides employees with a list of examples of behaviors prohibited by the Company that will result in disciplinary action.	X		
Company Credit Card Policy	This policy explains the guidelines for use of a Company credit card, and why the cards are provided to certain employees.	X		
Complaint Procedure and Investigation	This policy explains how complaints of EEO, discrimination, retaliation policy violations are received, investigated, and resolved.		X	
Computer Usage	This policy explains the Company's policy regarding the use of Company computers and the lack of expectation of privacy.	X		
Confidential Information & Company Property	This document details the importance of protecting the Company's confidential information and property, and the guidelines for doing so.	X		

Law Offices of Pullano & Farrow PLLC

Policy	Description	Recommended (if applicable)	Required in writing by state or federal law	Required by state or federal law (does not need to be in writing)
Conflicts of Interest	This policy explains that employees should always act with the Company's best interest in mind and should not put themselves in a situation that conflicts with the Company's best interest.	X		
Disciplinary Action Policy	While each employee's relationship with the Company is at-will, and a disciplinary procedure is not followed in all circumstances, the Disciplinary Action policy explains the Company's basic approach to discipline.	X		
Domestic Violence Leave	This policy explains that the Company will provide reasonable accommodations to employees who are known to be the victims of domestic violence who must be absent from work for a reasonable amount of time to seek medical attention, obtain services from a shelter/program, obtain counseling, participate in safety planning, obtain legal services, or appear in court.		X	
Dress Code (and Grooming) Policy	This document explains the Company's general dress code and reasoning behind it.	X		
Drug-free Workplace Policy	This policy explains the Company's expectation that employees will not be under the influence of drugs or alcohol while working.  *Note – NYS employers can no longer discriminate in hiring/discipline/termination	X		

Law Offices of Pullano & Farrow PLLC

Policy	Description	Recommended (if applicable)	Required in writing by state or federal law	Required by state or federal law (does not need to be in writing)
	based on lawful recreational/marijuana use. Exceptions may apply for employers that do work in Department of Transportation safety-sensitive industries (even as contractors/sub-contractors) or Department of Defense, or where the employer has a federal contract/grant.			
Employee Assistance Program	This policy explains the Company's Employee Assistance Program that will assist the employees by providing resources that will assist them in being able to perform their current job functions.	X		
Employee Benefits	This document explains the Company's non-wage compensation offerings, such as health insurance and 401(k) plans.	X		
Employee Classification	This document lists the different classifications of employees and the criteria for each one.	X		
Employee Electronic Monitoring Notice	This notice requires private employers to notify employees by posting (if there is an employee intranet site it should also be posted there) when electronically monitoring their telephones, emails, and internet access and usage. The staff must also sign an acknowledgement.	X		
Employee Referral Bonus Policy	This policy explains that the Company provides a bonus to employees who refer candidates that end up being hired.	X		

Law Offices of Pullano & Farrow PLLC

Policy	Description	Recommended (if applicable)	Required in writing by state or federal law	Required by state or federal law (does not need to be in writing)
Employment Taxes & Voluntary Deductions	This document details the deductions that will come out of each employee's paychecks. In addition to taxes, this includes the optional deductions for benefit coverage, of which a portion will be paid by the employer.	X		
Enforcement Notice	This notice in the handbook puts employees on notice that the policies in the handbook will be enforced throughout the organization. Clearly announcing and enforcing its expectation that all directors, officers, and employees follow the organization's policies.	X		
Equal Employment Opportunity	This policy explains that the Company provides an equal employment opportunity to all individuals regarding of any protected traits.			X
Federal Family and Medical Leave Policy	This document explains the Family and Medical Leave Act (FMLA). Applicable to employers with 50 or more employees.		X	
Harassment Policy	This policy details that the Company will not tolerate harassment of any kind, including harassment related to any characteristics that are protected under law, and that the policy (see below regarding specific requirements for sexual harassment)			X

Law Offices of Pullano & Farrow PLLC

Policy	Description	Recommended (if applicable)	Required in writing by state or federal law	Required by state or federal law (does not need to be in writing)
Health and Safety in the Workplace Policy	This policy outlines the employer's legal obligation to provide a safe working environment.	X		
HERO Act	A copy of the Company's Airborne Infectious Disease Exposure Prevention Plan must be included in the employee handbook.		X	
Holidays	This policy details what holidays qualify for paid or unpaid time off. (Required in writing per NYLL § 195(5)).		X	
I-9 Immigration Reform	This policy explains that the Company will only employ persons who are legally eligible to work in the United States, in compliance with the Immigration Reform and Control Act of 1986.			X
Injury & Illness Reporting Policy	This policy explains the importance of and expectation that employees will immediately report work-related injuries and illnesses to the Company.	X		
Internet Usage	This policy explains the Company's policy regarding the use of Company internet and the lack of expectation of privacy.	X		
Jury Duty	This policy explains that the Company will pay the difference between jury duty pay and regular wages for days that employees are unable to report to work due to jury service.			X

Law Offices of Pullano & Farrow PLLC

Policy	Description	Recommended (if applicable)	Required in writing by state or federal law	Required by state or federal law (does not need to be in writing)
Lactation Breaks	This policy explains the Company's commitment to providing lactation accommodation to mothers returning to work following the birth of a child.  *Note that the NYS standards for lactation policies are changing in July 2023.			X
Lunch and Rest Periods	This document explains the amount of time allotted to employees for lunch breaks and rest periods, and also that these breaks are unpaid.	X		
Military Leave	This policy explains that the Company provides military leave to servicemembers, and details that the employee will not be required to use vacation time for military duty (training or service), but if he or she chooses to, the full regular vacation pay will be received.			X
Open Door Policy	This document explains that the Company encourages open communication between employees and management, and that concerns should be voiced so that a resolution may be agreed upon.	X		
Orientation Period	This document explains the orientation period in which employees undergo training and evaluation by their supervisors.	X		

Law Offices of Pullano & Farrow PLLC

Policy	Description	Recommended (if applicable)	Required in writing by state or federal law	Required by state or federal law (does not need to be in writing)
Overtime Pay	This policy explains how employees are compensated for hours worked in excess of 40 hours each week, and which employees are eligible to receive overtime pay.			X
Paid and Unpaid Time Off	This policy details the amount of paid time off (PTO) or unpaid leaves of absence that employees are eligible to earn each month, based on their status (full- or part-time).	X		
Paid Family Leave Policy	This policy explains the qualification requirements and benefits of the New York Paid Family Leave Benefits Law.		X	
Paid Sick Leave Policy	This policy explains the qualification requirements and benefits of the New York Paid Sick Leave Benefits Law.		X	
Pay Periods & Check Distribution	This document explains when and how employees will be paid, including in the case of special circumstances like holidays or work absences.			X
Payment of Vacation/PTO Upon Termination	This policy sets forth whether accrued unused vacation/PTO will be forfeited or paid out to employee upon their separation of employment. If the Company does not state in writing that accrued unused vacation/PTO is forfeited at separation, then the Company must pay out the accrued unused vacation/PTO to the employee.	X		

Law Offices of Pullano & Farrow PLLC

Policy	Description	Recommended (if applicable)	Required in writing by state or federal law	Required by state or federal law (does not need to be in writing)
Performance Evaluation	This policy explains that management will provide ongoing performance feedback to each employee, and may, at times, perform formal performance evaluations.	X		
Personal Identifying Information.	This policy/document explains that employee personal identifying information should be kept confidential, the policies and procedures to safeguard against such violation, including procedures to notify relevant employees of these provisions.			X
Personal Leave	This policy details how personal leave time is accrued, how employees should request to use their personal leave time. (Required in writing per NYLL § 195(5)).		X	
Personnel Records Policy + Request to Access Personnel File Form	This document details the content that employee personnel files contain and the employee's responsibility for keeping pertinent information up to date with the Company.	X		
Phone Call Policy	This document explains that the Company provides phones to employees for business use, and details appropriate use of Company phones.	X		
Reasonable Accommodation	This policy explains the respect that the Company has for all employees including those with a disability, and the Company's commitment to engage in the interactive process			X

Law Offices of Pullano & Farrow PLLC

Policy	Description	Recommended (if applicable)	Required in writing by state or federal law	Required by state or federal law (does not need to be in writing)
	to provide qualified employees with reasonable accommodation.			
Reproductive Rights	This policy explains that the Company is prohibited from discriminating or retaliating against an employee for their reproductive health decisions.		X	
Right to Modify Statement	This provision states the employer's ability, without notice, to unilaterally revise, rescind, or modify the provisions and benefits described in an employee handbook, except for the at-will provision.	X		
Sexual Harassment Policy	<p>This document explains that the Company will not tolerate sexual harassment, and that the policy applies to all persons involved with the Company in any way, including independent contractors and vendors.</p> <p>*Note that the NYS Department of Labor has proposed updates to the model sexual harassment policy which will likely go into effect sometime late in 2023. Sexual harassment policies will need to be revised to be brought into compliance with the new standard.</p>		X	

Policy	Description	Recommended (if applicable)	Required in writing by state or federal law	Required by state or federal law (does not need to be in writing)
Sick Time	This policy details the definition of sick time, how it is accrued, and how employees should provide notice to the Company if they will be absent due to illness or medical reasons. (Required in writing per NYLL § 195(5))		X	
Smoke-free Environment Policy	This document explains that the Company is a smoke-free environment and that smokers must observe the same guidelines as non-smokers regarding the frequency and length of break periods.  *Note – With the 2021 legalization of recreational marijuana, employers who wish to prohibit the use/possession of marijuana on Company property should so state in this policy.	X		
Social Media Policy	This policy explains that employees must be careful to protect the Company's reputation in their use of online social networking sites.	X		
Solicitations, Distributions & Use of Bulletin Boards	This policy explains that employees have the option of communicating with their co-workers about non-work events, fundraisers, etc. through the use of Company bulletin boards.  *Must include a statement that this policy is not intended to infringe on employees' Section 7	X		

Law Offices of Pullano & Farrow PLLC

Policy	Description	Recommended (if applicable)	Required in writing by state or federal law	Required by state or federal law (does not need to be in writing)
	rights under the National Labor Relations Act (NLRA).			
Time Keeping	This policy explains the requirement that employees accurately maintain time cards to track their hours and should not punch in or out for another employee.	X		
Time-Off to Vote	This policy explains that because the Company encourages all of its employees to vote, time off to vote is provided pursuant to state election law.			X
Vacation Time	This policy details how vacation time is accrued, how employees should request to use their vacation time. (Required in writing per NYLL § 195(5))		X	
Wage and Hours	This policy details wage classifications, exempt, non-exempt, per diem etc. As well as scheduling practices.	X		
Workers' Compensation Policy	This policy details the Company's policy regarding workers' compensation, and the necessary tasks employees must complete in order to ensure that the proper workers' compensation is paid to them.			X

Law Offices of Pullano & Farrow PLLC

This list is not exhaustive in terms of all possible policies that may be included in a handbook and does not refer to posting requirements in common break areas. Additionally, this list does not include industry specific requirements (for example HIPAA or OSHA requirements) or local city/municipal requirements, rules, laws and ordinances.

This Employee Handbook Policy Checklist is intended for general informational and educational purposes only and should not be considered legal advice or counsel. The substance of this Employee Handbook Policy Checklist is not intended to cover all legal issues or developments regarding the matter. Please consult with an attorney to ascertain how these new developments may relate to you or your business. © 2019 Law Offices of Pullano & Farrow PLLC