1. Company Name:
2. Please list any acceptable acronyms/shortened versions of the company name:
3. Number of employees:
4. What states do you have employees working in? How many in each state?
5. What is the desired effective date for the handbook?
6. What is a summary of the organization's history?
7. What is the organization’s Mission/Vision?
8. What are the organization’s Core Values?
9. How long is your introductory period (30 days, 60 days, 90 days, N/A, Other)?
10. How many hours per week must an employee work to be considered full-time for non-health related benefits like paid time off?
11. To whom within your organization should employees report grievances, other than their direct supervisor? For example: "HR Manager"
12. What is the term you use for leadership? Example: Supervisor, Manager, Team Lead, etc.
13. On what day of the week does your 7-day work week begin?
14. When are your employees paid (Every Wednesday, Every other Friday, on the 15th, etc.)?
15. How often do you administer performance reviews (Annually, Semi-annually, Quarterly, As Needed, Never)?
16. How frequently are your employees paid (Weekly, Bi-Weekly, Semi-Monthly, Monthly)?
17. Does your organization allow loans or salary advances to employees?
18. Do you offer sick leave? If yes, which employees are offered sick leave (Full-time exempt, Full-time non-exempt, Part-time exempt, Part-time non-exempt, temporary)?
19. If you offer sick leave, how many hours of sick leave do full-time employees receive each year (If you offer PTO instead of sick leave, just enter PTO)?
20. If you offer sick leave, do you allow employees to carry over their unused sick leave (Yes or no)? What is the maximum hours of sick leave employees can have in their bank (example: 80 hours)?
21. If you offer sick time, is unused sick time paid out when an employees leaves your organization?
22. Do you offer vacation time? If so, which employees are eligible (Full-time exempt, Full-time non-exempt, part-time exempt, part-time non-exempt, temporary)?
23. If you offer vacation time, how many hours of vacation do employees receive each year (for example: 1-2 years: 40 hours; 3-5 years: 80 hours; 6+ years: 120 hours)?
24. If you offer vacation, do you allow employees to carry over their unused vacation time?
25. If you allow employees to carry over vacation time, is unused vacation time paid out when an employees leaves your organization?
26. Do you offer Paid Time (PTO)? If so, which employees are eligible (Full-time exempt, Full-time non-exempt, part-time exempt, part-time non-exempt, temporary)?
27. If you offer PTO, how many hours of vacation do employees receive each year (If you use tiers based on seniority or exemption status, please include them here. Also indicate if part-time employees receive a pro-rated amount of vacation based on number of hours worked. )
28. If you offer PTO, do you allow carryover of unused PTO?
29. If you offer PTO, is unused PTO paid out when an employees leaves your organization?
30. Does your organization observe any paid or unpaid holidays? If so, please specify which holidays. Ex. New Years Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, Indigenous People’s Day, Juneteenth, Other – such as floating).
31. Do you provide health insurance to some or all employees? If yes, how many hours per week must an employee work to be considered full-time for health benefits?
32. How long is the waiting period before an employee becomes eligible for health insurance?
33. Do you offer a personal leave of absence policy?
34. Do you offer paid bereavement leave? If so, how many days are provided for employees?
35. Do you allow employees to work remotely or telecommute?
36. Do you want a policy regarding background checks?
37. Do you want a policy for driving safety?
38. Do you want a policy for HIPAA privacy? If yes, is your organization a “covered entity” under HIPPA? (health care provider, health plan, or health care clearing house)
39. Do you want a policy establishing guidelines about the employment of relatives?
40. Do you want a policy addressing employee solicitation and distribution of literature on company premises and during working hours?