| **Potential Section** | **Why You Might Need It** |
| --- | --- |
| **Employee Benefits Policies** | If you provide benefits, you should list them and include how much you will contribute toward employee premiums. Details of benefits, costs, etc are best kept in a separate benefits enrollment document |
| **Work Schedules** | If you have shift work or set office hours, lay them out here. You might want to supplement with a policy on what is defined as being tardy and what is defined as leaving early. Also address your timekeeping system here. |
| **Break and Lunch Times** | It’s a best practice to document your [break and lunch times](https://fitsmallbusiness.com/rest-lunch-break-laws/), which aren’t mandated by federal law (No set requirement in the SE US).  |
| **Employment Classification** | The [Fair Labor Standards Act (FLSA)](https://www.dol.gov/whd/foremployers.htm) clarifies employment types, such as exempt versus non-exempt, part time versus full time, and 1099 statuses. You might want to include these definitions if you have staff who might not understand if they are eligible for overtime.  [DOL Ag Worker Fact Sheet 12](https://www.dol.gov/whd/regs/compliance/whdfs12.htm) |
| **Expense Reimbursement Policy** | If you have a lot of client outings or employees are constantly needing to purchase things for work, you’ll want a solid [expense reimbursement policy](https://fitsmallbusiness.com/expense-report-form-policy-template/) upfront to prevent issues. |
| **Company Travel Guidelines** | If your team travels for work at all, outlining the policies such as mileage and per diem is a good idea You may also put in the policy if there is one person who should be booking the company travel, like the Office Manager. |
| **Safety and Security** | Do people sometimes come in early or work late? You’ll want to outline the [business security system](https://fitsmallbusiness.com/business-security-systems/) and lock up procedures in the handbook, as well as address issues such as what to do if the alarm system goes off. |
| **Ergonomic Setup Guidelines** | If you have a largely remote and/or sedentary team, [ergonomic setup](https://fitsmallbusiness.com/how-to-set-up-an-office/) guidelines can provide them insight to prevent back, eye, and other issues that plague Americans and cause them to miss work at an alarming rate. |
| **Remote Working Policy** | Do you let people work from home or offsite? A [remote policy](https://fitsmallbusiness.com/how-to-hire-remote-workers/) will save you a lot of headaches in knowing if someone is online or offline and what you expect when someone is working remotely. |
| **Dress Code** | Outlining what is work-appropriate can be useful if you have specific dress policies, safety requirements, etc.  |
| **Alcohol Use Policy** | If happy hours occur often or you serve alcohol at client events, you’ll want to outline what is appropriate and what is not for these events. |
| **Weapons Policy** | Does your [state allow open or concealed weapons](https://www.nracarryguard.com/resources/gun-laws-by-state/)? Your landlord may specifically ban them, as can you as the employer. You may want a policy to prohibit employees from bringing guns or weapons to the workplace. |
| **Marijuana and Drug Use Policy** | Many states have now legalized marijuana use, and some workers are prescribed medication for health conditions. You will want to have a policy to avoid workplace use of substances that can impair a workers performance. |