

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 , which aren't mandated by federal law (No set requirement in the SE US).
Employment Classification	The Fair Labor Standards Act (FLSA) 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
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 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 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 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 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 ? 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.

