

Small Business Employee Handbook Checklist 2021

Section #1



What your small business handbook should look like

- It's all about visuals! Images and Videos
- Let your creativity show what your company is about!
- Easy to read structure – not massive walls of text
- Lists and checklists for employees to follow
- Pictures of your business, team, products, workplace, etc.

Section #2



Your Company Story

- What makes you different?
- What does your brand stand for?
- What are your values?
- How about your mission statement?
- What's your company story? How did you get here?

Section #3



Policies

- Who do your employees report to?
- How is your compensation structured?
- When do your employees get paid?
- What documents do they need to provide you with?
- What are their work hours? Overtime?
- Do they have a set lunch or break time?
- Do they own a percentage of the company?
- Do they make commissions? How is it structured?
- All other work related policies your employees need to know about!

Section #4



Compliance and Benefits

- Make sure you comply with all state/province and federal employment laws!
- What benefits does your company offer?
- Insurance?
- Pension?
- Worker's compensation?
- Workplace vehicle?
- Workplace phone/computer/tools?
- Free food?
- Events?
- Other fantastic benefits you have!

Section #5



Time Off and Vacation

- Sick Day policy?
- How many vacation days?
- How to take off vacation days?
- Leave of absence?
- Holidays?

Section #6



Office Conduct + Termination/Resignation

- Policy on fireable offenses?
- Social media regulations?
- Drug usage?
- Employee uniform?
- Termination and Resignation policies?

Section #7



Employee Signature

- Electronic signature with AirMason!