

# Employee Manual

This template offers a quick way to draft a clear guide for your employees. It covers all the major areas required to comply with employment laws and fosters a positive company culture. Use this template to quickly customize an employee handbook for your company!

## [Company Name] Employee Manual

Welcome to [Company Name]! We're glad you're here!

Now that you're with us, we know you're excited about [insert your company's mission].

This document is designed to share more about what you can expect from us as we embark on this journey together. It is not designed as a contract of employment.

[Executive Name], [Job Title]

### About the Company

**Mission:** [Insert your company's mission statement.]

*Wizehire example: "We help small businesses grow with a better way to hire."*

**Vision:** [Write your company's vision statement.]

*Wizehire example: "We are a hiring platform that helps small businesses grow."*

**Core Values:** [List your company's core values]

*Wizehire example: "Our values are the heart of everything we do at Wizehire. They define our commitment to our clients, how we work together as a team, and our vision for a world where every business on Main Street succeeds."*

# Employment Basics

**Timekeeping:** [Use this section to outline your company’s procedures for reporting time worked.]

**Payroll Schedule:** [State your company’s payroll schedule, including how often employees will get paid (e.g. weekly, biweekly) and how they’ll get paid (e.g., direct deposit, check).]

**Overtime:** [Include your overtime policy, following applicable state, local, and federal regulations.]

**At-Will Employment:** [This statement explains that either the employee or the company may choose to terminate the employment relationship at any time for any nondiscriminatory cause.]

**Equal Opportunity Employment (EEO):** [State that you don’t discriminate against employees based on gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, or veteran status regarding hiring, promotions, and the workplace in general.]

**Accommodation Policy:** [This section discusses reasonable accommodations per the Americans with Disabilities Act (ADA) and how employees can request accommodations.]

**Labor Law Posters:** [Tell employees where they can find labor law posters.]

**I-9 Verification:** [Outline the steps to complete the I-9 form, and when the form is due.]

**Diversity, Equity, and Inclusion (DEI):** [Outline how your company integrates DEI into its overall success.]

*Wizehire example: “Wizehire is a company where people can show up as their full selves each day and can contribute to their best ability. We strive for a transparent environment where all voices are heard and welcomed. Thanks for being you and being here.”*

# Code of Conduct

Check your local and state laws to ensure your handbook includes all the required employment policies.

**Respect:** [Outline expected behaviors that promote a professional, respectful, and inclusive environment.]

**Dress Code:** [Outline your expectations on dress code, and note specific situations that may require a more formal dress standard such as client meetings.]

**Technology:** [Provide guidelines for using technology and the internet at your company, including your cell phone at work policy, corporate email usage policy, picture-taking policy, and cybersecurity best practices.]

**Attendance:** [Highlight the importance of being on time and present for work each shift, including what to do in emergencies and an overview of disciplinary actions for no-shows.]

**Remote Work:** [Outline your work-from-home policy, including who is eligible to work remotely, how often employees can work from home, communication expectations, and any technology requirements.]

**Employee Relationships:** [Provide guidelines on workplace relationships, fraternization, and employment of relatives to ensure that relationships between employees are appropriate and harmonious.]

## Workplace Policies

**Confidentiality and Data Protection:** [Provide details about your employee privacy policy and tips for keeping information secure.]

*For example, locking and securing confidential files, and using secure devices when viewing and storing confidential data.*

**Harassment and Violence:** [Describe your policies on workplace harassment, sexual harassment, and workplace violence, including the process for reporting harassment or violence.]

**Workplace Safety and Health:** [Outline your company's workplace safety and health policies, preventative actions, and managing emergencies.]

### More policies to consider:

- Workplace visitors
- Anti-bribery & corruption
- Conflicts of interest
- Protection of company property
- Performance improvement plans

# Exit Policies

**Disciplinary Actions:** [Explain the steps in your disciplinary action process.]

**Termination:** [Explain why an employee may be terminated (e.g. misconduct, poor performance, breach of contract), including details about final pay and benefits continuation.]

## Benefits

[Introduce which types of employees are eligible for your benefits program for instance employees and not contractors.]

**Health Insurance:** [Provide general information on the types of insurance programs you offer to employees and who they can contact for more details.]

**Vacation Days:** [Share how much paid vacation time is available to employees and how to request time off.]

**Holiday Schedule:** [List all company holidays or workplace closure dates for the upcoming year.]

**Family and Medical Leave Act:** [If your company is subject to The Family and Medical Leave Act (FMLA), consider an overview of when employees are eligible and how to request it.]

**Other Types of Leave:** [Explain the process for taking time off for sick leave, jury duty, new parent leave, voting leave, bereavement leave, or military leave, depending on your local laws.]

**Resignation:** [Explain your voluntary resignation policies, including when it's considered automatic (i.e., in the case of job abandonment).]

**Returning Company Property:** [Explain your rules on returning company property and equipment after termination or resignation.]

**Exit Interviews:** [Include details about your exit interview process.]

**Eligibility for Rehire:** [Specify the conditions under which a former employee might be considered for rehire.]

FIND YOUR PEOPLE

# Build your dream team with our people-first approach.

[Get Started](#)

Trusted by 18,000+ businesses and counting.

## The Wizehire difference



### Personalization

We help you personalize and perfect your team-building process every step of the way.



### Customization

We created a customizable recruitment and hiring platform, so you don't have to.



### Transformation

A single Wizehire will transform a business. We help you change the way you grow for good.

## Our growing impact

- ✓ 5.3m+ applicants
- ✓ 330k+ interviews scheduled
- ✓ 350+ job templates

"If your organization aims to accelerate growth, increase profitability, and reduce the stress of hiring the wrong fit, Wizehire is a clear choice."

**Tim & Angie Davis**  
Movement Mortgage

## Identify, engage, and empower top talent

### Hiring platform

Our award-winning applicant tracking system filters and organizes applicants.

### Evaluation tools

Pre-screening questions, DISC+, and custom interview guides will help narrow your search.

### Onboarding

Legally-vetted offer letters, tax credit applications, and payroll integration.

### Wizehire Coaches

Expert advice at every stage of your hiring process via chat, video, phone, or email.