# Topics that May be Included in the Employee Handbook

Following are examples of topics that could be included in an Employee Handbook. It is not necessary to include all of these topics, and there may be topics not listed here that you will want to include. The choice of topics depends on the needs of your NPO.

|  |  |
| --- | --- |
| **Potential Employee Handbook Topics** | **Sub topics** |
| Working hours | * Office hours * Overtime * Time reporting |
| Leave policies | * Vacation * Sick leave * Maternity leave * Other absences |
| Salaries | * Pay day schedule * Payroll deductions |
| Benefits |  |
| Expense reimbursement | * Travel expenses * Other approved expenses |
| Hiring process | * Job announcements * Job application process * Selection process * Probationary period, if any |
| Office rules | * Dress code * Smoking * Use and care of office equipment * Other rules of conduct |
| Other rules | * Conflict of interest * Limitations on outside employment * Confidentiality policy |
| Performance review process |  |
| Disciplinary procedures |  |
| Terminating employment | * Resignation * Retirement * Involuntary termination |
| Organization chart for the NPO |  |