

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	<ul style="list-style-type: none"> • Office hours • Overtime • Time reporting
Leave policies	<ul style="list-style-type: none"> • Vacation • Sick leave • Maternity leave • Other absences
Salaries	<ul style="list-style-type: none"> • Pay day schedule • Payroll deductions
Benefits	
Expense reimbursement	<ul style="list-style-type: none"> • Travel expenses • Other approved expenses
Hiring process	<ul style="list-style-type: none"> • Job announcements • Job application process • Selection process • Probationary period, if any
Office rules	<ul style="list-style-type: none"> • Dress code • Smoking • Use and care of office equipment • Other rules of conduct
Other rules	<ul style="list-style-type: none"> • Conflict of interest • Limitations on outside employment • Confidentiality policy
Performance review process	
Disciplinary procedures	
Terminating employment	<ul style="list-style-type: none"> • Resignation • Retirement • Involuntary termination
Organization chart for the NPO	