

# National Guides



## Littler on Employment Policies and the Employee Handbook

**Scope of Discussion.** This publication is designed to help employers navigate the process of implementing and updating effective employment policies and an employee handbook. Often overlooked is that poorly drafted handbooks can create areas of risk for an employer—some of these risks are discussed in the publication, but the discussion is not meant to be an exhaustive review. The publication also highlights some of the more common employment policies employers should address. Practical guidelines for employers include how to prepare and roll-out a new employee handbook and common handbook errors.

The focus of this publication is federal law. Although some state law distinctions may be included, the coverage is not comprehensive.

### 1. OVERVIEW OF EMPLOYMENT POLICIES & THE EMPLOYEE HANDBOOK

- 1.1 [Introduction: Advantages & Risks of Using an Employee Handbook](#)
- 1.2 [Potential Risk: Employee Handbooks as Contracts](#)
- 1.3 [Potential Risk: The National Labor Relations Act](#)
- 1.4 [Creation & Roll-Out of an Employee Handbook](#)
- 1.5 [Handbook Topics](#)

### 2. PRACTICAL GUIDELINES FOR EMPLOYERS

- 2.1 [Avoiding the Most Common Handbook Errors](#)
- 2.2 [Handbook Checklist of Potential Sections](#)
- 2.3 [Maintaining At-Will Employment in the Employee Handbook](#)
- 2.4 [Sample Equal Employment Opportunity Policy](#)
- 2.5 [Sample Antiharassment Policy](#)
- 2.6 [Sample Disability & Accommodation Policy](#)
- 2.7 [Sample Religious Accommodation Policy](#)
- 2.8 [Sample Standards of Conduct Policy](#)
- 2.9 [Sample Personal Appearance Policy](#)
- 2.10 [Sample Smoke-Free Workplace Policy](#)