

1. Policy Coverage Checklist

Do you currently have a **clear, written, and up-to-date** policy on each of the following?

Policy Area	Do You Have It? (✓/X)
Employment Classification (exempt, non-exempt, contractor)	
Equal Employment Opportunity & Anti-Harassment	
Paid Time Off (vacation, sick leave, holiday)	
Leave of Absence (FMLA, jury duty, bereavement)	
Attendance and Tardiness	
Remote/Hybrid Work Guidelines	
Technology and Social Media Use	
Workplace Conduct & Disciplinary Process	
Performance Reviews & Documentation	
Separation/Termination Process	

*If you checked fewer than 8 boxes, your policies may be putting you at risk.

2. Policy Age Check

When was your employee handbook or policy set last updated?

- Within the last 12 months
- 1–3 years ago
- More than 3 years ago
- I'm not sure

*Policies should be reviewed ***at least annually*** or as laws change.

3. Legal Compliance Snapshot (Specific to Idaho)

Are your policies:

- Compliant with current Idaho and federal labor laws?
- Clear about Idaho's at-will employment framework?
- Reflective of Idaho-specific wage and break regulations?
- Written in plain, accessible language your team can understand?

*If you're unsure about any of the above, your policies might need a legal tune-up.

4. Employee Engagement Check

- All employees receive a copy of your policies at hire
- You conduct a policy walkthrough during onboarding

- Policies are easily accessible (online or in print)
- Employees sign an acknowledgment form
- Employees are notified when policies are updated

*A policy isn't useful if no one reads or understands it.

5. Leadership Confidence Scale

On a scale of 1 to 5 (1 = not confident, 5 = extremely confident), how confident are you that your current policies:

Question	Your Score (1–5)
Protect the organization from legal or HR risk	
Support a healthy and respectful workplace culture	
Are applied consistently and fairly	

What to Do With Your Results

If this checkup revealed outdated, missing, or unclear policies, you're not alone. Small businesses juggle so many priorities, it's easy for policies to get pushed to the back burner, until there's a problem.

P3 can help. We offer:

- Customizable, Idaho-compliant templates
- Policy review and refresh services
- One-on-one consulting for leaders who don't have time to guess

