



Employee Handbook Audit Checklist

Template provided by CorAlign HR Consulting LLC

Ready to give your dusty old handbook a glow-up? Use this checklist to spot what needs a refresh:

Core Essentials

- ☐ Welcome statement reflects current mission, values, and culture
- ☐ Updated at-will employment disclaimer (and reviewed by legal counsel)
- ☐ Accurate company contact info, locations, and leadership structure

Legal Compliance Check

- ☐ Complies with current federal, state, and local labor laws
- ☐ Includes up-to-date Equal Employment Opportunity (EEO) policy
- ☐ Harassment & discrimination policy includes reporting process
- ☐ FMLA, ADA, and leave policies reflect current regulations
- ☐ Pay transparency, wage, and overtime policies updated
- ☐ Meal/rest break policy matches state requirements

Time, Pay & Attendance

- ☐ Work hours, schedules, and overtime policies are clearly defined
- ☐ Remote work, hybrid, and/or flexible schedule guidelines included
- ☐ Payroll practices explained (pay dates, direct deposit, time tracking)
- ☐ Breaks, clock-in/out, and attendance policies reflect actual practice

Employee Conduct & Expectations

- ☐ Dress code is modern, inclusive, and realistic
- ☐ Social media and device usage policies are updated
- ☐ Code of conduct includes anti-bullying and respect guidelines
- ☐ Disciplinary process is clear (and consistently applied)

Time Off & Benefits

- ☐ PTO, sick leave, holidays, and parental leave policies are accurate
- ☐ Bereavement, jury duty, and voting time outlined
- ☐ Benefits overview reflects current offerings and eligibility

Tech & Security

- ☐ Cybersecurity and data protection expectations are clear
- ☐ Company equipment and remote access policy included
- ☐ BYOD (bring your own device) policy if applicable

Exit Strategy

- ☐ Resignation, termination, and final paycheck procedures explained
- ☐ Return of property policy outlined
- ☐ COBRA or benefits continuation process included

Finishing Touches

- ☐ Receipt acknowledgment page for employee signature
- ☐ Document is readable (not legalese-heavy)
- ☐ Last updated within the last 12–18 months
- ☐ Reflects how your company actually operates

Pro Tip: If reading your own handbook makes you yawn or cringe... your team probably feels the same.