



Employee Handbook Form

Company Name:
What state is the business located?
How many employees? <input type="checkbox"/> less than 20 <input type="checkbox"/> Between 20- 50 <input type="checkbox"/> more than 50
How many hours per week must an employee work to be considered full-time?
How often will employees receive payment?
What is the name of the person/agency in charge of payroll?
Are employees required to clock in and out at the beginning and end of their shifts?
Would you like to add a dress code policy?
Would you like to add a section relating to the use of company email and electronic devices?
Would you like to add a section for social media usage?
Are employees required to sign a non-disclosure agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like to add specific employee benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No
How much advance notice must be given if an employee will be taking a leave of absence?
Are employees entitled to vacation time? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the name of the person who will sign this employee handbook for the company?
Would you like to add the name of the employee signing this handbook? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need to sign your employee handbook? <input type="checkbox"/> Yes <input type="checkbox"/> No