

Employee handbook review checklist

A quick discussion guide for identifying where a handbook needs attention. Legal review may be needed for jurisdiction-specific requirements.

Coverage and ownership

Is the handbook current, dated, approved, and clearly owned? Does it cover every location and worker group to which it applies?

Policies and consistency

Do leave, accommodation, conduct, reporting, timekeeping, remote work, and discipline policies reflect actual practice? Are terms used consistently?

Reporting and response

Can employees find multiple ways to raise concerns? Are anti-retaliation expectations and response steps clear?

State and local differences

Are required notices and location-specific rules current? Are addenda maintained as the workforce changes?

Usability and rollout

Is the language plain? Can managers apply it? Are acknowledgments tracked and revisions communicated?

Next step

Choose a health check, targeted refresh, full rewrite, or rollout support based on the gaps you find.