**What Should be Included in an Employee Handbook?**

An employee handbook is a required document for all cannabis licensees in New York State. It is mandated by the Office of Cannabis Management (OCM). Beyond compliance, a well-written handbook is essential for setting clear workplace expectations, ensuring legal compliance with labor and employment laws, and fostering a positive work environment. This checklist outlines key policies that should be included in the handbook, with direct links to the corresponding sections in the CWI Sample Employee Handbook, available at <https://cannabisworkforce.org/cwi-sample-employee-handbook/>.

For more information about the OCM employee handbook requirements, visit <https://cannabis.ny.gov/system/files/documents/2023/09/exprs-trms-adopt-au-regs-9-12_0.pdf>

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|  | **POLICIES** | **SAMPLE CWI NYS EMPLOYEE HANDBOOK SECTION** |
|  | Anti-Discrimination/Anti-Harassment Policies, including a sample Sexual Harassment Complaint Form | See “Discrimination, Harassment, Retaliation Reporting and Complaint Procedure” pg. 4 |
|  | Paid Time Off Policy that complies with the NYS/NYC/Westchester Paid Safe & Sick Leave Laws | See “Time Off and Leaves of Absence” pg. 11 |
|  | ☐ Reproductive Health Notice of Rights | See “Statement on Reproductive Health Decision-Making” pg. 4 |
|  | ☐ Payroll, time records, attendance, and meal breaks, including overtime | See “Wages and Compensation” pg. 7 |
|  | What qualifies as Part-Time and Full-Time Employment | See “Types of Employees and Employee Classifications” pg. 7 |
|  | Pre-Natal Leave Policy to comply with the new NYS Law | See “Paid Time Off for Prenatal Medical Care” pg.13 |
|  | Lactation Accommodation Policy that complies with current NYS Lactation Policy | See “Lactation” pg. 7 |
|  | NYS Paid Family Leave Policy and the requirements for qualifying | See “Paid Family Leave” pg. 12 |
|  | Disability Leave and the requirements for qualifying | See “Short-Term Disability and Long-term Disability” on pg. 27 |
|  | Employee Benefits (if offered) | See “Employee Benefits” pg. 26 |
|  | Electronic Monitoring Policy | See “Employee Privacy” pg. 15 |
|  | A statement that nothing in the handbook is meant to, or does, takeaway an employee’s right to join with others to discuss or improve wages, hours, working conditions, or benefits | See “Protected Concerted Activities” pg. 2 |
|  | Safety and Health Policies including Workplace Violence Prevention policies for retailers with 10 or more employees to comply with the new NYS law | See “Workplace Safety” pg. 18 |
|  | A Handbook Receipt Acknowledgment page signed and dated by the employee | See “Employee Handbook Acknowledgement of Receipt” pg. 29 |

\*These resources are intended for general informational purposes only and should not be considered legal advice.