

## 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](https://cannabis.ny.gov/system/files/documents/2023/09/exprs-trms-adopt-au-regs-9-12_0.pdf)

|     | POLICIES   | SAMPLE CWI NYS EMPLOYEE HANDBOOK SECTION  |
|-----|--|---|
| 1.  | <input type="checkbox"/> Anti-Discrimination/Anti-Harassment Policies, including a sample Sexual Harassment Complaint Form   | See “Discrimination, Harassment, Retaliation Reporting and Complaint Procedure” pg. 4 |
| 2.  | <input type="checkbox"/> 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   |
| 3.  | <input type="checkbox"/> Reproductive Health Notice of Rights  | See “Statement on Reproductive Health Decision-Making” pg. 4                          |
| 4.  | <input type="checkbox"/> Payroll, time records, attendance, and meal breaks, including overtime  | See “Wages and Compensation” pg. 7  |
| 5.  | <input type="checkbox"/> What qualifies as Part-Time and Full-Time Employment  | See “Types of Employees and Employee Classifications” pg. 7                           |
| 6.  | <input type="checkbox"/> Pre-Natal Leave Policy to comply with the new NYS Law   | See “Paid Time Off for Prenatal Medical Care” pg.13                                   |
| 7.  | <input type="checkbox"/> Lactation Accommodation Policy that complies with current NYS Lactation Policy  | See “Lactation” pg. 7   |
| 8.  | <input type="checkbox"/> NYS Paid Family Leave Policy and the requirements for qualifying  | See “Paid Family Leave” pg. 12  |
| 9.  | <input type="checkbox"/> Disability Leave and the requirements for qualifying  | See “Short-Term Disability and Long-term Disability” on pg. 27                        |
| 10. | <input type="checkbox"/> Employee Benefits (if offered)  | See “Employee Benefits” pg. 26  |
| 11. | <input type="checkbox"/> Electronic Monitoring Policy  | See “Employee Privacy” pg. 15   |
| 12. | <input type="checkbox"/> 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  |
| 13. | <input type="checkbox"/> 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   |
| 14. | <input type="checkbox"/> 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.