

## **Employee Handbook: Sample Table of Contents**

Office of Cannabis Management’s (OCM) regulations require licensees to prepare and maintain an Employee Handbook. This is a sample table of contents of an Employee Handbook focused on NYS and Federal laws. OCM relevant regulation Employee Handbook:

[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)

Pg. 275 - (7) Employee Handbook.

## **TABLE OF CONTENTS**

### **Introductory Statements**

- Mission, Core Values, Code of Ethics
- Commitment to Diversity
- Purpose of Manual
  - Employment at will
  - Revisions to policies and guidelines
  - Protected concerted activities

### **Equal Opportunity**

- Equal Employment Opportunity
  - Anti discrimination
  - Anti harassment
  - No Retaliation
- Reasonable Accommodations
  - Disabilities
  - Pregnancy, childbirth and related medical conditions
  - Lactation
  - Discrimination, Harassment and Retaliation Reporting and Complaint Procedure

### **Wages and Compensation**

- Types of Employees and Employee Classifications
- Workweek and Hours of Work
- Time Records
- Overtime
- Meal and Rest Breaks
- Deductions from Pay
- Paychecks
- Separation from Employment

## **Time Off and Leaves of Absence**

- Holidays
- Vacation
- Sick Leave
- Family and Medical Leave
- Military Leave
- Bereavement Leave
- Jury Duty/Court Appearance
- Time Off for Voting
- Safe Leave

## **Employment Relationship**

- Employee Privacy
- Conflicts of Interest
- Confidential Information
- Activities Outside of Work
- Drug Testing
- Drug-Free and Alcohol-Free Workplace
- Smoke-Free Workplace
- Access to Employee Files
- Labor Peace Agreement

## **Workplace Safety**

- Commitment to Safety
- Workplace Violence Prevention
- Workplace Injuries
- Emergency Closings
- Cell Phone Safety and Driving
- Security

## **Workplace Conduct and Guidelines**

- Punctuality, Attendance and Scheduling
- Job Performance
- Outside Employment
- Employment of Relatives and Domestic Partners
- Dress and Personal Standards
- Cell Phone, Internet and Social Media Use
- Solicitation
- Company Property
- Disciplinary Procedure

## Employee Benefits

- Medical, Dental, and Vision Insurance
- Insurance
  - Group Life Insurance
  - Short-Term Disability
- Long-Term Disability
- Retirement
- Workers' Compensation
- Employee Assistance Program

## OCM Information Requirements

- Operating plan employee roles and responsibilities
- Safe Consumption of Cannabis
- Employee safety and fire prevention
- Tracking compliance
- Investigation and inspection cooperation
- Access to laws and OCM policies and guidance

## Employee Acknowledgment and Receipt

- Handbook
- EEO and Harassment Policy