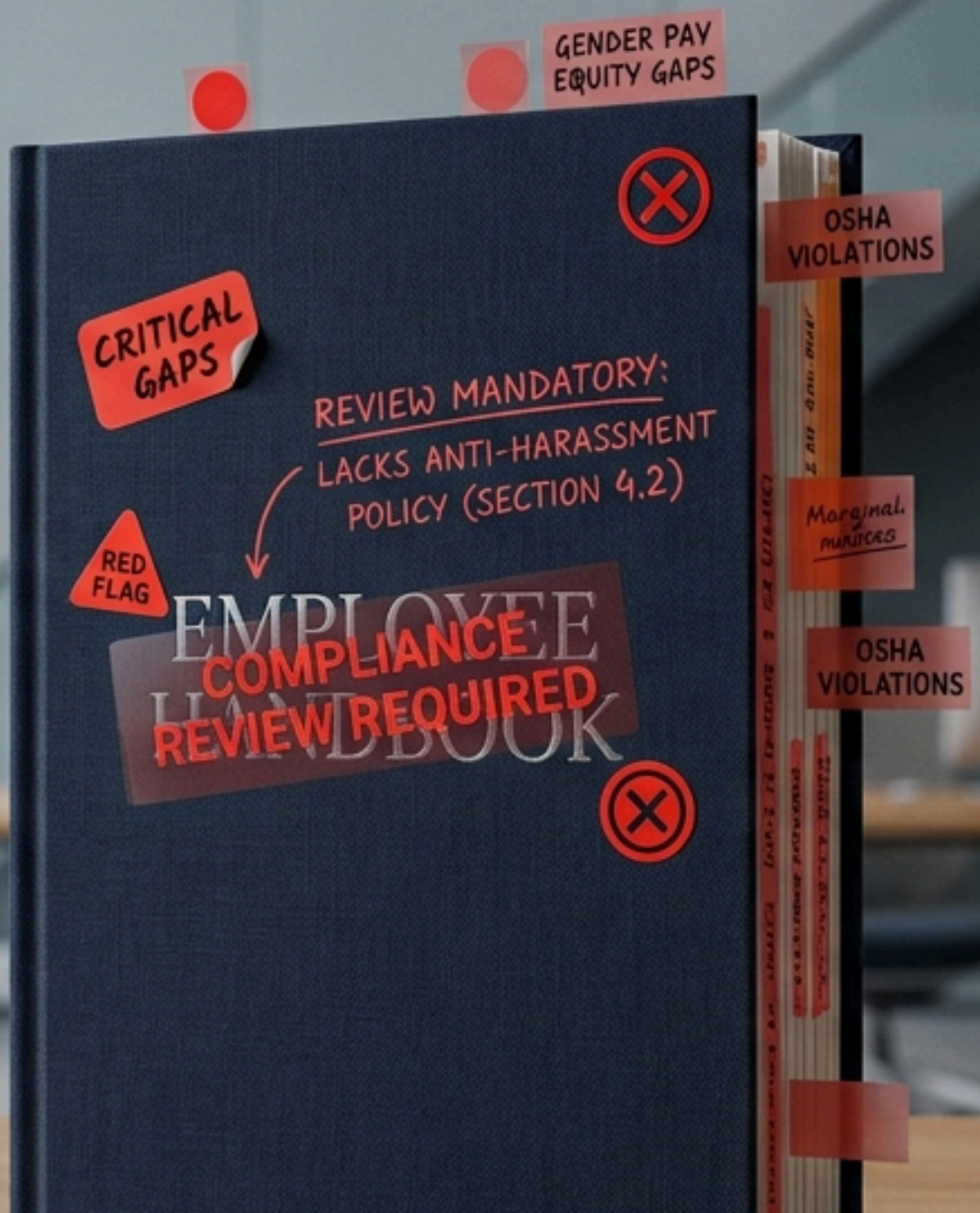




**YOUR EMPLOYEE HANDBOOK MIGHT BE
WORKING AGAINST YOU**

solveHR®
we make PEO easy

Employee Handbook Edition | Prepared by solveHR

Use this checklist to evaluate whether your employee handbook is protecting your business — or putting it at risk. Work through each section and mark your status honestly. Any unchecked item is a potential liability.

Section 1: Critical Handbook Sections

These are the core policy areas every compliant employee handbook must include. If any of these sections are missing or have not been reviewed in the past 12 months, flag them for immediate attention.

At-Will Employment Statement

- ☐ The at-will statement is present and clearly worded.
- ☐ Language does not imply a contractual employment relationship.
- ☐ Statement has been reviewed by an HR professional or legal counsel.

Anti-Harassment & Discrimination Policies

- ☐ Policy covers all protected classes under federal and Texas state law.
- ☐ Reporting procedures are clearly defined and up to date.
- ☐ Policy reflects current EEOC guidelines.

Employee Conduct Policy

- ☐ Attendance expectations are documented.
- ☐ Dress code or appearance standards are included (if applicable).
- ☐ Acceptable use of company technology and devices is addressed.
- ☐ Social media guidelines are included.

Leave & Time-Off Policies (when applicable)

- ☐ Vacation, PTO, and sick leave policies reflect current accrual practices.
- ☐ FMLA provisions are included and legally current.
- ☐ State-specific leave entitlements for Texas are addressed.
- ☐ Leave thresholds and eligibility requirements are up to date.

Disciplinary & Termination Procedures

- ☐ Progressive discipline process is clearly outlined.
- ☐ Termination procedures are consistent with at-will language throughout.
- ☐ No contradictory language exists between discipline and termination sections.

Compensation & Wage Policies

- ☐ Minimum wage references reflect current Texas and federal thresholds.
- ☐ Overtime policies comply with current FLSA requirements.
- ☐ Pay schedule and payroll deduction policies are documented.

Safety & Workplace Policies

- ☐ Workplace safety procedures are included and current.
- ☐ Emergency response or incident reporting procedures are documented.
- ☐ Remote or hybrid work policies are included (if applicable).

Acknowledgment & Signature Page

- ☐ A signed acknowledgment page is included in the handbook.
- ☐ Signed copies are on file for every current employee.
- ☐ A process exists to collect signatures from new hires at onboarding.

Section 2: Common Red Flags

These are the most frequently identified issues during a formal HR compliance audit. Review each item carefully. If any apply to your current handbook, prioritize correction before year-end.

Outdated Legal References

- ☐ No references to superseded federal or Texas state statutes.
- ☐ Wage thresholds, leave entitlements, and benefit requirements reflect current law.
- ☐ All regulatory citations have been verified within the past 12 months.

Contradictory Language

- ☐ All sections are internally consistent — no conflicting language between policies.
- ☐ Discipline and termination language aligns throughout the document.
- ☐ Leave policies do not conflict with wage or scheduling policies.

Missing or Incomplete Sections

- ☐ No required policy sections are absent.
- ☐ All sections contain substantive guidance, not placeholder language.
- ☐ Industry-specific policies are included where required (healthcare, retail, food service, etc.).

Unsigned or Untracked Acknowledgments

- ☐ Signed acknowledgment forms are on file for 100% of active employees.
- ☐ New hire onboarding includes a formal handbook distribution and signature step.
- ☐ Re-acknowledgments were collected following any major handbook update.

Policies That Don't Reflect Actual Practice

- ☐ Documented procedures match how your business actually operates.
- ☐ No policies describe processes your team does not follow.
- ☐ Handbook has been cross-checked against current HR practices.

Absence of Remote or Hybrid Work Guidance

- ☐ Remote work expectations, availability requirements, and equipment policies are documented.
- ☐ Data security and confidentiality requirements for remote workers are addressed.

Outdated Complaint or Reporting Procedures

- ☐ Reporting contacts listed in the handbook are current employees in the correct roles.
- ☐ Complaint escalation paths are clearly documented and functional.

Section 3: Review Frequency Guide

Use this guide to determine how often your handbook should be reviewed — and what should trigger an unscheduled update.

Standard Review Schedule

Business Size	Recommended Review Frequency
10–50 employees	Annually (minimum)
51–150 employees	Annually + after any legal change
151–250 employees	Every 6 months

Triggers for an Immediate, Unscheduled Review

- ☐ A change in federal or Texas minimum wage or overtime law.
- ☐ New or amended state leave entitlements (paid sick leave, FMLA expansions, etc.).
- ☐ A shift to remote or hybrid work arrangements.
- ☐ A change in employee benefits, compensation structure, or payroll practices.
- ☐ A merger, acquisition, or significant change in headcount.
- ☐ Any formal HR complaint, EEOC charge, or employment-related legal action.
- ☐ A change in company ownership, structure, or operating locations.

Last Review Log

Item	Date Completed	Reviewed By
Full handbook review		
Legal/regulatory check		
Signed acknowledgment audit		
Policy-to-practice alignment check		

Your Q4 Readiness Score

After completing this checklist, tally your results:

- All boxes checked: Your handbook is in strong shape. Schedule your next annual review now.
- 1–5 items unchecked: You have moderate gaps. Address these before year-end to reduce exposure.
- 6+ items unchecked: Your handbook presents significant compliance risk. A professional review is strongly recommended before Q1.

Not Sure Where to Start?

solveHR works with small and mid-sized businesses across San Antonio, Austin, New Braunfels, McAllen, and throughout Texas to build, review, and maintain HR documentation that holds up — when it matters most.

Our HR compliance specialists can review your handbook, identify gaps, and help you implement corrections quickly and efficiently. We understand the specific employment law landscape in Texas, and we make the process straightforward.

Schedule your Employee Handbook Review with solveHR today.

Contact us

This checklist is intended as a general guidance tool and does not constitute legal advice. For jurisdiction-specific compliance support, consult a qualified HR professional or employment attorney.

© solveHR | solvehr.com