

Fast Food Restaurant Employee Handbook Policy Areas Covered

Actual Number of Policy Areas Covered in Each Employee Handbook Depends on State Law

Food Safety, Quality and Cleanliness

Sanitation
Employee Hand Washing Procedure
Limitation on the Use of Hand Gels for Sanitation
Equipment Washing/Sanitizing Procedure
Food Safety
Food Safety Certification for Management Employees
Employees and Food Safety Training
Maintaining Food Temperatures
Approved Vendors for Food and Beverage
Pest Control
Poisonous or Toxic Materials
Food Security
Food Terrorism
Tampering
Food Recalls

Security, Safety & Privacy

OSHA - Occupational Safety and Health
Employee Work Related Injuries
Workers' Compensation
HIPAA
Employee Privacy
Opening and Closing Procedures
Guests and Visitors
Tours
Non-Solicitation
Non-Employee Access to the Kitchen or "Behind the Counter"
Safe Workplace
Employee Parking
Procedure During a Robbery
Reopening After Emergency or Natural Disaster
Product Delivery Security
Damaged Food Products

Cash Control

Cash Register Policies
Customer Refunds
Free Food
Skimming Off Excess Cash
Safe Access, Authorization, Accountability
Deposits
Locks, Keys, Safe Combinations, Security Codes, and Passwords

Customer Relations and Service

Customer Service
Customer Complaints
Media Relations
Publicity

Employment Practices

ADA - Americans with Disabilities Act
ADEA - Age Discrimination in Employment Act
FLSA - Fair Labor Standards Act
FMLA - Family Medical Leave Act
OSHA - Occupational Safety & Health
HIPAA
USERRA - Uniformed Services Employment &
Reemployment Rights Act
At Will Employment

- Classification of Employees
- Sexual Harassment
- Drug-Free Workplace Act
 - General Policy
 - U.S, Department of Transportation Policy
 - Federal Contractors and Grant Recipients Policy
- Immigration Law Compliance
- Military Leave
- Discrimination
- Equal Employment Opportunity
- Pregnancy Discrimination Act
- Disability
- Wage Garnishment
- Child Labor
- Minor-Age Employees (Working Hours)
- State Mandatory Break Periods
- Employee Privacy
- No Contract Created by Employee Manual

Employee Behavior – Integrity

- Company Expectations
- Employee Expectations
- Employees as an Asset to the Company
- Business Ethics
- Business Dealings with Family Members
- Business Dealings with Customers
- Business Dealings with Vendors
- Dealing with the Media
- Classification of Employees
- Company Property
- Compensation
- Computer Usage
- Confidentiality of Company Information
- Conflicts of Interest
- Employee Discoveries
- Employee Suggestions
- Dress Code
- Uniforms
- Drug and Alcohol Testing
- Government Agency Inspections
- Email Usage
- Internet Usage
- U.S. Mail Usage
- Mobile / Cell Phone Usage
- Telephone Usage
- Employee Discipline
- Dating and Employee Socializing
- Employees Financial Dealings & Financial Interests with Vendors & Customers
- Employment of Relatives
- Fiduciary Duty of Employees
- Punctuality
- Reliability
- No Show
- Non-Disclosure of Business Information
- Obscene Employee Communications
- Outside Personal Activities
- Outside Work Activities
- Personal Hygiene
- Smoking
- Substance Abuse / Alcohol Abuse
- Weapons
- Workplace Conduct
- Acceptance of Gifts
- Abuse of Others' Trademark, Copyright or Patent Material

Employee Benefits

- Compensation
- Pay Periods
- Deductions and Offsets
- Crime Victims Leave

- Domestic Violence Leave
- Bereavement Leave
- Sick Leave
- Vacation
- Employee Breaks / Rest Periods
 - Child Labor
 - Adult Labor
- Meal Breaks
- Jury Duty
- Family & Medical Leave
- Military Leave
- Uniform Services Employment and Reemployment
- Pregnancy / Maternity Leave
- Overtime
- Workers Compensation
- Employee Meals

Record Keeping

- Company Property
- Compensation
- Employee Medical Records
- Employment Records
- Employee Review of Their Employment Records
- Employer Withholding / Deductions from final paycheck
- Drug and Alcohol Testing
- Customer Service
- Customer Relations
- Employee Discipline
- Performance Reviews
- Recording Time Worked
- Overtime
- I-9
- Wage Garnishment
- Employer Withholding / Deductions from Paycheck
- Work Schedules
- Future References
- Promotions
- Free-Food

Hiring & Terminating Employees

- At Will Employment
- Introduction to Employee Manual
- Employee Acknowledgement of Receipt of Employee Manual
- No Contract Created by Employee Manual
- Drug and Alcohol Testing
- Employee Expectations
- Company Expectations
- Return of Company Property
- Employer Withholding / Deductions from Final Paycheck
- Exit Interview
- Separation from Employment
- Employee's Ongoing Responsibility After Termination
- Future References
- Use of Company's Proprietary Information by Former Employee

Workplace Monitoring

- Safe Workplace
- Workforce Conduct
- Drug-Free Workplace
- Employee Privacy
- Employee Personal Property
- Inspection of Employee Property
- Computer Usage
- Internet Usage
- E-mail Usage

U.S. Mail Usage
Mobile / Cell Phone Usage
Telephone Usage