

10 Topics to Include in Your **Employee Handbook**

1. Company mission and values
2. Code of conduct
3. Important workplace policies
4. Working hours and PTO
5. Perks and benefits
6. Compensation and promotions
7. Termination and resignation procedures
8. Employee health and wellness benefits
9. Work from home policies
10. Parental leave and accommodations

Employee Handbook Guidelines

R Barnett



Employee Handbook Guidelines:

Complete Employee Handbook Michael A. Holzschu, 2007-08-20 This concise yet comprehensive reference helps employers responsibly and effectively deal with the basic personnel issues they face each day It guides employers in the development of a cohesive personnel program that is tailored to meet their companies unique needs and goals The author explicates potentially confusing matters such as employment at will equal opportunity sexual harassment the disabled and immigrant and legal alien workers in lay terms and points out the dangers of oversight Stressing the importance of consistency and documentation he addresses the full range of personnel issues An invaluable resource for any business that doesn't have a personnel expert on staff CD contains sample employee handbooks federal regulations and laws forms for complying with government programs and worksheets for assessing personnel needs and goals

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