



Employee Handbook Do's and Don'ts

Do's

- ✓ Clear and concise language.
- ✓ Ensure all important policies, procedures, and rules are included in the handbook.
- ✓ Reflect the company culture.
- ✓ Keep it up-to-date.
- ✓ Legal review.
- ✓ Make it engaging.

Don'ts

- ✗ Over-promising. Be careful not to make promises in the handbook that your company can't keep.
- ✗ Creating a generic handbook. A handbook should reflect your company's unique culture, values, and needs.
- ✗ Ignoring feedback. It's important to consider feedback from employees when creating and updating the handbook.
- ✗ Not communicating changes.
- ✗ Not providing training.

Employee Guidelines Handbook

Lisa Guerin, Amy Delpo



Employee Guidelines Handbook:

How to Develop an Employee Handbook Joseph W. R. Lawson, 2006-10-22 One of a company's most important communication tools is the employee handbook. But creating or revising one can be an overwhelming job. It must be legally sound, up to date, clearly written, and comprehensive. This ready-to-use guidebook, now in its second edition, practically writes the handbook by itself. Human resources professionals will appreciate its checklists that guide them every step of the way and make sure all bases are covered; step-by-step instructions that make information easy to understand and help avoid mistakes; more than 400 sample policy statements all in use by actual companies and ready to go as is or to revise as needed; plain English explanations of federal and state regulations with practical suggestions for implementation. **The Employee Handbook**, 1990 *Employee Handbook and Personnel Policies Manual* Richard J. Simmons, 2021 Designed for employers throughout the country, it is a unique publication covering the full range of policies included in employee handbooks and also a one-stop reference manual for personnel policies with guidance on how to draft policies and avoid common pitfalls. It offers a non-technical review of the laws and regulations applicable to employee handbooks and personnel policies. It includes hundreds of sample policies. It is an essential reference tool for every HR representative, payroll executive, labor relations consultant, payroll manager, and EEO coordinator from the publisher. **The Employee Handbook** Richard T. Egbert, 1991

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 company's 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. **Your Employee Handbook Office Version** Jackie Smith, 2012-02-19 Increase Your Employees' Productivity and Save Time and Money with Your Employee Handbook Office Version. Your Employee Handbook Office Version was created for contractors, builders, plumbers, electricians, and other skilled trades. The system includes dozens of ready-to-use policies written and edited for clarity and with the understanding that quality skilled craftsmen are valuable assets to any company. From management to hourly workers, the employees in this industry are self-directed and are required to make more decisions than employees in other industries. The policies include updated hiring, termination, performance evaluations, and payroll disciplinary procedures and general company standards. The system also includes dozens of ready-to-use policies written and edited for clarity and to meet all federal and state guidelines. Unlike other employee handbook products, Your Employee Handbook Office Version is a

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Employee Handbook Kimball Hopson, 2015-05-18 Employers use the policies in an employee handbook to protect themselves from lawsuits such as harassment claims wrongful termination claims and discrimination claims Employee handbooks generally contain a code of conduct for employees that set guidelines around appropriate behavior for the individual workplace

[Drafting an Employee Handbook](#) Mona Mehta Stone, 2011 Drafting an Employee Handbook is a user friendly and practical guide to creating an employee handbook that will help prevent and defend against workplace disputes Most businesses adopt a reactive approach to addressing employment policies only worrying about them after an issue arises or someone complains However a well written handbook can be a forceful shield against potential grievances and costly litigation Moreover it can improve employee morale increase productivity and forestall complaints Drafting an Employee Handbook is a must have for human resources professionals in house legal counsel compliance officers supervisors or any employer who wants to learn how to create better business practices minimize workplace disruption and improve employer employee relations Written by an experienced labor and employment attorney this easy to follow guide

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