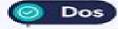


Employee Handbook Do's and Don'ts



- 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.

O 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.
- lgnoring feedback. It's important
 to consider feedback from
 employees when creating and
 updating the handbook.
- Not communicating changes.
- Not providing training.

Employee Handbook Guidelines

Roger B. Jacobs, Cora S. Koch

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 **Create Your Own Employee Handbook** Lisa Guerin, Amy Delpo, 2013-05-31 Create a handbook for employees spelling out your company s benefits policies and procedures using this practical legal guide Every company no matter how big or small needs to provide workers with an employee handbook Create Your Own Employee Handbook gives you the information and policies all managers HR professionals and business owners need to create their own reader friendly guide no matter what state you live in Each chapter covers a different topic including at will employment hiring pay and payroll workdays and hours performance evaluations benefits discrimination and harassment complaints and investigations leave health and safety substance abuse privacy in the workplace discipline You ll get the lowdown on the legal and practical considerations that apply to each topic in your state plus sample policies that you can use as is or tailor to meet your needs You can even cut and paste the language you need to complete your own handbook instantly This edition is completely updated to reflect recent changes to federal and state law and covers emerging workplace issues such as healthcare reform law and social networking policies Download forms for book at nolo com Create Your Own Employee Handbook Lisa Guerin, Amy Delpo, 2021-05-25 Avoid legal problems and run a productive workplace with an up to date employee handbook Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime medical leave and social media Create Your Own Employee Handbook provides everything business owners managers and HR professionals need to create or update a legal and plain English employee handbook Find the latest legal information practical suggestions and best practices on wages hours and tip pools remote work at will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs including medical legal marijuana workplace privacy and email and social media This new edition covers recent updates to state and federal laws including expanded rules on paid family and medical leave sick leave state temporary disability programs and much more With Downloadable forms Forms to help All policies and forms along with modifications and alternative language you can tailor to your workplace are available for download details inside **Create Your Own Employee Handbook** Sachi Clements, 2023-12-26 Avoid legal problems and run a productive

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