



# 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 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

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**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

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business owners guidance in creating an employee handbook covering such topics as hiring payroll benefits performance evaluations and privacy in the workplace     The Employee Handbook ,1990     *An Employer's Guide to Employee*

*Handbooks in Minnesota* Pamela M. Harris,2003     *The Employee Handbook Kit* Roger B. Jacobs,Cora S. Koch,1993-01-01

A Guide to Good Employment Practice in the Community and Voluntary Sector (2nd ed) Jane Clarke,2002     *A Guide to Tribal Employment* Richard G. McGee,2008-11-05 A Guide to Tribal Employment is a practical analysis of the law policies and practices used by tribal government and tribal enterprise employers This book focuses on the application of tribal state and federal employment laws Moreover the Guide applies tribal self determination sovereignty and immunity to the employment process The Guide addresses employment disputes unique employment issues in tribal gaming and the unique policies used by tribal employers The Guide s question answer format will help tribal administrators human resources personnel and tribal leadership better understand the interesting and important questions relating to tribal employment     *California*

*Employment Law: An Employer's Guide* James J. McDonald, Jr.,2024-04-16 California Employment Law An Employer s Guide is the go to guide for anyone who must contend with employment law in California as part of their day to day work including employers based outside of California with employees working in the state This valuable reference is comprehensively updated to address new developments in 2021 including new requirements for severance agreements new restrictions on non disparagement agreements expansion of the California Family Rights Act to include parents in law new Cal OSHA penalties for enterprise wide and egregious violations and many more     **The AAM Guide to Writing an Employee Handbook**

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Woodbury,Patrick Botz,2004     **Practical Guide Employment Law 2004** BBP,2004-05-27 The Practical Guide to Employment Law is a comprehensive desk manual for HR managers risk managers and employment lawyers it covers federal employment laws in plain English giving readers the practical information necessary to apply the laws As well as providing readers with essential court cases and tips for compliance in every chapter the Practical Guide to Employment Law includes a compliance checklist section where readers can learn the various laws that apply to such topics as hiring terminations and benefits it also includes a supervisory training section on several laws including FMLA and ADA Topics covered include the Age Discrimination in Employment Act ADEA the Americans with Disabilities Act ADA COBRA HIPAA Healthcare Continuation Coverage the Drug Free Workplace Act and Drug Testing Employee Polygraph Protection Act of 1988 EPPA Employee Retirement Income Security Act ERISA the Equal Pay Act EPA the Fair Labor Standards Act FLSA the Family Medical Leave Act FMLA the Immigration Reform and Control Act of 1986 IRCA Pregnancy Discrimination Act of 1978 PDA

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