



# Montana Department of **LABOR & INDUSTRY**

## Employee Handbook: Sample Policies

*This selection of sample policies is for general information only – it is not intended as legal advice. Neither the State of Montana nor its employees make any express or implicit warranty regarding the sufficiency, accuracy or completeness of the enclosed material. We encourage employers to obtain independent legal review before implementing any written policies.*

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# Employee Manual Preparation

**Mona Mehta Stone**



## **Employee Manual Preparation:**

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Management Information Center,1971     *Personnel Operations Guide, Prepared by Office of Personnel Administration, April*  
1950 United States. Commerce Department,1950     **How to Prepare and Write Your Employee Handbook** Edward M.  
Anson,1988-01     How to Prepare an Employee's Handbook National Foremen's Institute,1954     **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  
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