



DUSKINING CAPE

SMALL BUSINESS EMPLOYEE HANDBOOK

An Employee Guide

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Version No. 5.2

Employee Manual For Small Business

Kimberley King, Elise Riddall



Employee Manual For Small Business:

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

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hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business Very few small business owners even consider an employee handbook until something goes wrong But there are many important reasons why you need one reasons that will save you time and money Managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees Here are a few examples Professional discipline and termination practices safeguard your business from lawsuits Reduce unemployment and workers comp premiums Keep morale high with clear standards for performance Fair and legal vacation policies motivate employees to do their best Performance evaluations increase morale and eliminate conflicts Your employees do their jobs without constant supervision freeing you to focus on growing your business Employees work best when they know exactly what is expected of them Having specific goals to work toward helps them measure how well they are doing in their positions It will also help you to either improve the performance of your weakest links or terminate them without problems or penalties to your business Your Employee Handbook is recommended by Entrepreneur com and Fortune Small Business Magazine It s endorsed by associations such as the Wisconsin Home Builders Association and Uniform Retailers Association and used by thousands of small businesses including attorneys

Small Business For Dummies Eric Tyson,Jim Schell,2011-11-30 The leading resource for starting and running any small business Want to start the small business of your dreams Want to breathe new life into the one you already have Small Business For Dummies provides authoritative guidance on every aspect of starting and growing your business from financing and budgeting to marketing management and beyond This completely practical no nonsense guide gives you expert advice on everything from generating ideas and locating start up money to hiring the right people balancing the books and planning for growth You ll get plenty of help in ramping up your management skills developing a marketing strategy keeping your customers loyal and much more You ll also find out to use the latest technology to improve your business s performance at every level How start up and established small businesses can use the Small Business Jobs Act to their advantage Enhanced and expanded coverage on using technology in your small business Hiring employees using online resources including LinkedIn Facebook and other social media sites New coverage of the recent health care bill health savings accounts and their implications for small business Updated coverage of the best places to get small business loans What it takes to achieve and maintain success in an ever changing economic landscape You have the energy drive passion and smarts to make your small business a huge success Small Business For Dummies provides the rest

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The Handbook of Small Business Dick Baynton, 2016-02-25 This Handbook of Small Business includes ninety chapters of compass points that direct entrepreneurs to improve their chances of success as business owners and operators Whether a reader has been operating an enterprise for many years or is just thinking of crossing the threshold of business ownership this book will help reduce risk and direct routing around hazards that obstruct successful operation The book is not meant to be a tome to be read and retired but an action manual of ideas and guidelines Great value will be gained by readers that keep The Handbook of Small Business handy at all times and in all situations

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Manufacturers Version Your Employee Handbook Manufacturers Version was created for companies that employ semi skilled and skilled workers in a manufacturing or distribution environment This version also covers professional clerical and managerial employees in addition to line positions The policies are written to emphasize the importance of workers being alert and ready for their shift reliable attendance the necessity of on the job training following supervisory instruction and asking questions related to the project The policies include updated hiring termination performance evaluations and payroll disciplinary procedures and general company standards as well as manufacturer specific policies such as licenses and certifications welding field assignment pay safety fall protection and protective equipment policies It also covers call in procedures inclement weather policies safety awareness hours of work and attendance adherence to quality standards workplace security and more Unlike other employee handbook products Your Employee Handbook for Healthcare Providers is a complete human resources system that provides you with all the tools you need for effective staff management Your Employee Handbook Manufacturers Version was especially written for small manufacturing businesses with 100 employees or less It was created by a practicing expert in the human resources field and reviewed by an attorney specializing in employment law When you purchase Your Employee Handbook Manufacturers Version you get access the editable Word file no re typing and the Employer s Poster Kit Online at no additional charge with free registration to our website As a registered purchaser you receive free forever access to your purchased files Special Reports the Reference Library and Policy Vault and get notices of upgrades and revisions See the instruction pages of the handbook for the registration link to our site As you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business Very few small business owners even consider an employee handbook until something goes wrong But there are many important reasons why you need one reasons that will save you time and money Managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees Here are a few examples Professional discipline and termination practices safeguard your business from lawsuits Reduce unemployment and workers

comp premiums Keep morale high with clear standards for performance Fair and legal vacation policies motivate employees to do their best Performance evaluations increase morale and eliminate conflicts Your employees do their jobs without constant supervision freeing you to focus on growing your business Employees work best when they know exactly what is expected of them Having specific goals to work toward helps them measure how well they are doing in their positions It will also help you to either improve the performance of your weakest links or terminate them without problems or penalties to your business Your Employee Handbook is recommended by Entrepreneur com and Fortune Small Business Magazine It is endorsed by associations such as the Wisconsin Home Builders Association and Uniform Retailers Association and used by thousands of small businesses including attorneys **A Model Employee Handbook for California Businesses** Margaret Hart Edwards, Barbara C. Stikker, 1994 **Personnel Management Guides for Small Business** Ernest L. Loen, 1961

Your Employee Handbook Contractors Version Jackie Smith, 2012-02-17 Increase Your Employees Productivity and Save Time and Money with Your Employee Handbook Contractors Version Your Employee Handbook Contractors 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 Contractor version was written to give guidelines that emphasize safety and adherence to standards for productivity on the job site The policies include updated hiring termination performance evaluations and payroll disciplinary procedures and general company standards as well as contractor specific policies such as licenses and certifications welding field assignment pay jobsite safety and behavior fall protection safety and protective equipment policies 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 for Healthcare Providers is a complete human resources system that provides you with all the tools you need for effective staff management Your Employee Handbook Contractors Version was especially written for small manufacturing businesses with 100 employees or less It was created by a practicing expert in the human resources field and reviewed by an attorney specializing in employment law When you purchase Your Employee Handbook Contractors Version you get access the editable Word file no re typing and the Employer s Poster Kit Online at no additional charge with free registration to our website As a registered purchaser you receive free forever access to your purchased files Special Reports the Reference Library and Policy Vault and get notices of upgrades and revisions See the instruction pages of the handbook for the registration link to our site As you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business Very few small business owners even consider an employee handbook until something goes wrong But there are many important reasons why you need one reasons that will save you time and money

Managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees Here are a few examples Professional discipline and termination practices safeguard your business from lawsuits Reduce unemployment and workers comp premiums Keep morale high with clear standards for performance Fair and legal vacation policies motivate employees to do their best Performance evaluations increase morale and eliminate conflicts Your employees do their jobs without constant supervision freeing you to focus on growing your business Employees work best when they know exactly what is expected of them Having specific goals to work toward helps them measure how well they are doing in their positions It will also help you to either improve the performance of your weakest links or terminate them without penalties Your Employee Handbook is recommended by Entrepreneur com and Fortune Small Business Magazine It s endorsed by the Wisconsin Home Builders Association and Uniform Retailers Association and used by thousands of small businesses including attorneys Rev 050513a Business Basics in Hawaii Dennis Kondo,1988-09-01 Written in easy to understand language Business Basics in Hawaii introduces the lay person to some of the basic principles of business Readers benefit from lessons learned by other business people through an examination of two hypothetical companies Some of the topics covered include estimating market potential and monthly operating costs planning an advertising campaign with local media negotiating a lease and reviewing some Hawaii business tax laws **Your Employee Handbook Restaurant Version** Jackie Smith,2012-02-18 Increase Your Employees Productivity and Save Time and Money with Your Employee Handbook Restaurant Version Your Employee Handbook Restaurant Version was specifically created for non union restaurant or food service businesses The system includes dozens of ready to use policies and procedures written and edited for clarity to comply with federal and state law The policies include hiring terminations family leave policies solutions for reduced hours and professional conduct standards in addition to restaurant specific policies such as work schedules tipping and tip pools hygiene grooming safety customer contact and other policies related to front of house and professional kitchen staff 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 Restaurant Version is a complete human resources system that provides you with all the tools you need for effective staff management Your Employee Handbook Restaurant Version was especially written for small businesses with less than 100 employees by a practicing expert in the human resources field and reviewed by an attorney with a specialty in employment law When you purchase Your Employee Handbook Restaurant Version you get access the editable Word file no re typing and the Employer s Poster Kit Online at no additional charge with free registration to our website As a registered purchaser you receive free forever access to your purchased files Special Reports the Reference Library and Policy Vault and get notices of upgrades and revisions See the instruction pages of the handbook for the registration link to our site As you hire people to help handle your success the task of managing your employees can take

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