

What to include in an employee handbook

General Information

- Introduction and Purpose of the Handbook
- Welcome Message From the Company
- Company History
- Company Vision
- Company Mission
- Company Values
- Company Goals
- Company Commitment to Employees
- Code of Conduct
- Non-solicitation Policy
- Confidentiality Agreement
- Non-compete Agreement
- Employee Handbook Disclaimer
- Employee Signoff Signifying Receipt and Acknowledgement that he/she understands and will abide by the contents included

Cultural Information

- Dress Code
- Working Hours and Overtime
- Break and Lunch Periods
- Attendance Expectations and Policy
- Smoke-Free Workplace
- Parking
- Workplace Visitors
- Payroll Information
- Health Insurance
- Employee Assistance Program (EAP)
- Education Assistance
- Expense Reimbursement
- Stock Options
- Employee Discounts
- Holiday Schedule (Paid Holidays)
- Company Social Events
- Pets in the Workplace Policy
- Vacation Time
- Sick Days
- Personal Days
- Work from Home Policy
- Flexible Work Hours Policy
- Use of Company Equipment and Electronics
- Performance Expectations and Evaluation
- Retirement Plans
- Bonuses

Case Specific Information

- Equal Employment Opportunity Policy
- Accommodation For People with Disabilities
- Internal Employee Application Process
- Promotions
- Open Door Policy
- Access to Personnel Records
- Harassment and Discrimination Policy
- Harassment and Discrimination Reporting Procedure
- Harassment Investigation Process
- Health and Safety Policy
- Joint Health and Safety Committee Information
- Office Romances: Fraternization Policy
- Severe Weather and Emergency Closings
- Telecommuting Policy
- Drugs and Alcohol Policy
- Workplace Violence
- Weapons at Work
- Conflicts of Interest
- Accepting and Giving Entertainment of Gifts
- Travel for Business Policy
- Mileage Reimbursement
- Maternity/Paternal Leave Policy
- Bereavement Leave
- Jury Duty
- Family and Medical Leave
- Sick Leave
- Monitoring in the Workplace
- Employee Conduct and Performance
- Disciplinary Process
- Complaint Procedure
- Employment Termination
- Emergency Procedures
- First Aid Kit



Guidelines For Employee Handbooks

City of London College of Economics



Guidelines For Employee Handbooks:

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 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 *Your Employee Handbook Retailers Version* Jackie Smith, 2012-02-20 Increase Your Employees Productivity and Save Time and Money with Your Employee Handbook Retailers Version Your Employee Handbook Retailers Version was created especially for companies that employ retail sales management and administrative workers The system includes dozens of ready to use policies written and edited for clarity and to comply with federal and state law Policies include hiring terminations flexible work schedules family leave policies solutions for reduced hours and customer service standards as well as retail specific policies such as enhanced security robberies cash handling customer contact and more 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 Retailers Version is a complete human resources system that provides you with all the tools you need for effective staff management Your Employee Handbook Retailers Version was especially written for small businesses that employ less than 100 people and was reviewed by a practicing expert in the field of human resources and an attorney with a specialty in employment law When you purchase Your Employee Handbook Retailers 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 s endorsed by associations such as the Wisconsin Home Builders Association and Uniform Retailers Association and used by thousands of small businesses including attorneys Employee Handbook United States. Department of Commerce,1988 **Employee Handbook, USDA.** United States. Department of Agriculture. Office of Personnel,1965 **Create Your Own Employee Handbook** Sachi Clements,2023-12-26 Every company needs an employee handbook but not every company has one Lawyers charge thousands of dollars for a handbook other do it yourself products don t offer the updated legal information and careful guidance necessary to do a good job Create Your Own Employee Handbook bridges the gap with detailed explanations information on current state and federal laws and more than a hundred sample policies you can tailor to your own workplace Employee Handbook ,1957 **The Employee's Handbook Guide** Pasquale De Marco,2025-05-12 The Employee s Handbook Guide is the essential guide to creating and managing an effective employee handbook This comprehensive resource provides you with everything you need to develop and implement a handbook that meets the needs of your organization and complies with all applicable laws and regulations In The Employee s Handbook Guide you will find A step by step guide to creating an employee handbook from scratch Sample employee handbook policies and procedures Tips and advice from HR experts Answers to frequently asked questions about employee handbooks Whether you are a small business owner a human resources professional or an employee who wants to understand their rights and responsibilities The Employee s Handbook Guide has something for you What is an Employee Handbook An employee handbook is a written document that sets out the company s policies and procedures It is a vital part of any organization as it helps to Communicate the company s expectations to employees Protect the company from legal liability Promote a positive work environment Why is an Employee Handbook Important Having a well written and up to date employee handbook is essential for any organization that wants to Attract and retain top talent Maintain a positive work environment Comply with all applicable laws and regulations What Should Be Included in an Employee Handbook The

contents of an employee handbook will vary depending on the size and nature of the organization. However, there are some general topics that should be included in all employee handbooks, such as Company policies and procedures, Employee benefits, Performance management, Employee discipline, Employee rights, and How to Create an Employee Handbook. Creating an employee handbook can be a daunting task, but it is important to take the time to do it right. By following the steps outlined in *The Employee's Handbook Guide*, you can create a handbook that meets the needs of your organization and complies with all applicable laws and regulations. Order your copy of *The Employee's Handbook Guide* today and start creating an employee handbook that will help you attract and retain top talent, maintain a positive work environment, and comply with all applicable laws and regulations. If you like this book, write a review on Google Books.

Your Employee Handbook Healthcare Version
Jackie Wells Smith, 2012-02-17

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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 Employee Handbook, USDA. ,1959 *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 complete human resources system that provides you with all the tools you need for effective staff management Your Employee Handbook Office 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 Office 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 s endorsed by associations such as the Wisconsin Home Builders Association and Uniform Retailers Association and used by thousands of small businesses including attorneys

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