

Crafting an employee handbook

1

Review and gather company policies and procedures

2

Create an outline of everything you'll include

3

Write clear and concise content, and avoid jargon

4

Send it through an internal editing process

5

Have an attorney ensure accuracy and compliance

6

Use consistent format and design

7

Publish and distribute handbook to employees

8

Update it yearly or as policies and procedures change



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Employee Guidelines Handbook

Lisa Guerin,Amy Delpo

Employee Guidelines Handbook:

The Employee Handbook ,1990

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

Create Your Own

Employee Handbook Lisa Guerin,Amy Delpo,2021-05-14 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

The Employee Handbook Richard T. Egbert,1991

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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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Joseph W. R. Lawson,2006-10-22 One of a company s most important

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