

# 10 Topics to Include in Your Employee Handbook

1. Company mission and values
2. Code of conduct
3. Important workplace policies
4. Working hours and PTO
5. Perks and benefits
6. Compensation and promotions
7. Termination and resignation procedures
8. Employee health and wellness benefits
9. Work from home policies
10. Parental leave and accommodations

# What Should An Employee Handbook Include

**Rob Belfield**



## **What Should An Employee Handbook Include:**

The Complete Employee Handbook Lsom,2013-11 The Employee Handbook is not only an essential tool of communication to the Company s employees on their terms and conditions of employment but also serves as a means of communicating the Company s Rules and Regulations which are usually not spelt out in the Collective Agreements The basic Employee Handbook generally covers employees who are not embraced by the union s constitution but the modern approach is to include the Executive management terms in a separate section thus the executives management personnel will have all the terms and conditions of all employees but the non exempt employees will only have access to their own terms and conditions the section on communications is shared by all employees Further the Employee Handbook can serve as a contract of employment when a new employee is hired in circumstances where the Offer letter states your terms and conditions of employment are covered in the enclosed Employee handbook The Employer no longer has to write a lengthy offer letter detailing all the terms and conditions in his attempt to cover all aspects of the employee s terms of employment as well as the applicable benefits With the Employee handbook he can write a brief letter of offer specifying the basic salary and major benefits e g car overseas trips perk annually and so forth and the termination notice He can conclude by stating all other terms and benefits are as presented in the Employee Handbook Many Employers feel that in a unionized environment there is no need for the Employee Handbook because the terms of employment are covered in the Collective Agreement The reasons why you should still have an Employee Handbook have been covered above but where you have a Collective Agreement you should state at the beginning of your Handbook after the introduction on the sections of the Handbook that where the terms of the Collective Agreement cover any provision for employees covered by the scope of the Agreement in this Handbook the cognizant provision of the Collective Agreement shall supersede this However for all other employees unless specifically excluded in writing in their respective contracts of service the terms conditions and benefits as specified in the Handbook shall prevail It is not sufficient to handover the Employment Handbook to each employee This should be communicated to all employees preferably in a classroom environment and employees must acknowledge receipt of such Handbook One final thing the existing benefits which are not usually spelt out in the Collective Agreement can be included here I hope this Employee Handbook will facilitate the process of updating your Company s Handbook in Companies where this exists and the development of new Employee Handbooks in Companies and in countries where such Handbooks are being developed for the first time This will obviate the need for engaging an experienced Human Resource Consultant to develop such a Handbook thereby saving the Company several thousand dollars LSOM Note To make the Handbook even more comprehensive you could have a section for Executives and Management who enjoy perks not extended to the Non Exempt employees Also you could specify the maximum basic salary beyond which the employee is not qualified to receive overtime The section on Executive Management perks should only be distributed to the personnel concerned Perhaps the

most important clause is to incorporate the following into the Employee Handbook Changes may need to be incorporated in this Handbook relating to your terms and conditions and where these are required these will be communicated to you because these will then form a part of your contract of service IMPORTANT The Management should ensure all employees acknowledge receipt of the Employee Handbook and file the acknowledgement in the respective employee s personal folder

The Complete Human Resources Writing Guide Diane Arthur,1997 Here s the first writing manual designed especially for HR professionals It combines clear complete how to do it guidelines on writing with more than 100 actual samples of HR documents

**Create Your Own Employee Handbook** Sachi Clements,2023-12-26 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 You ll learn all the top tips and practical suggestions for creating a polished and thorough employee handbook that addresses your company s policies 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 will address how to draft an employee handbook in an environment where employees might be permanently remote or working a hybrid remote schedule With Downloadable forms 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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**Your Business** Rob Belfield,2022-01-15 Some Mistakes You Learn From Some You Never Recover From There is a learning curve in every sort of endeavor Business is no exception You may have a business background but so much of your experience will be gained through trial and error But what if you could eliminate the fallout from trial and error that seems inevitable Rob Belfield has been a business owner a business analyst and

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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 **Managing Employees in Foodservice Operations** David K. Hayes, Jack D.

Ninemeier, 2024-04-30 Managing Employees in Foodservice Operations Obtain and retain skilled professional employees with this accessible guide A foodservice operation can only remain successful if its employees are served as well as its customers Just as a business with no customers will fail for lack of revenue one without skilled professional satisfied staff will be unable to provide service at the level customers demand Attracting and retaining qualified staff is a critical challenge for the modern foodservice industry and one which is only becoming more urgent in today's market Managing Employees in Foodservice Operations offers a uniquely foodservice oriented guide to obtaining training and retaining employees in a fast paced and highly competitive industry The book provides Content perfectly aligned with a two year community college program courses in human resources supervision small business administration or related subjects Detailed discussion of topics including workplace health and safety recruitment and retention and many more Ideas cultivated during the authors decades of combined experience in hospitality foodservice leadership and research Material to support instructors conducting courses including PowerPoints chapter by chapter exam questions and case studies Managing Employees in Foodservice Operations is ideal for students in foodservice related courses as well as professional business **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

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Walters,2017-06-09 Understanding the full scope of the employee experience from entry to exit strengthens HR s impact and mitigates risk Evaluating the complete employment relationship in reverse from departure through hire From Hello to Goodbye is the HR professional s complete guide to understanding the various ways business relationships end managing disability and leave issues properly classifying workers maintaining an inclusive workplace increasing retention and avoiding litigation This updated second edition incorporates new legal developments best practices and compliance requirements while offering practical advice on managing emotional reactions making the case for inclusion and addressing workplace safety A trusted resource for HR professionals the book blends legal insight with hands on tips to support both people and organizational health *How to Start A Recruiting Business From Your Kitchen Table* , *California Employment Law*

2025 James J. McDonald, Jr.,2025-05-27 It is often said that it is impossible for an employer to fully comply with all of California s employment laws They are just too numerous too complicated and too often changing and seldom for the better There are so many traps for the unwary and the stakes of getting it wrong are quite high for California employers A simple mistake can lead to a seven figure jury verdict or a class action lawsuit California Employment Law 2025 is the go to resource for anyone who must contend with employment law in California as part of their day to day work including employers based outside of California who have employees working in the state This valuable reference is updated to address new developments in 2024 including New requirements for requiring temporary employees to arbitrate employment disputes The new Freelance Worker Protection Act New minimum wages for health care workers Higher salary thresholds for overtime exemptions New requirements for cool down breaks for indoors workers Restrictions on requiring job applicants to have driver s licenses Expanded leave requirements for employees who are victims of certain acts of violence or whose family members are victims New restrictions on mandatory captive audience employee meetings preceding a union representation election *Running a Food Truck For Dummies* Richard Myrick,2016-09-28 Drive your food truck business to success While

food trucks may not be the new kid on the block anymore it s a segment that continues to swell and there s still plenty of room for growth If you have your sights set on taking your culinary prowess on the road Running a Food Truck For Dummies 2nd Edition helps you find your food niche follow important rules of conducting business outfit your moving kitchen meet safety and sanitation requirements and so much more Gone are the days of food trucks offering unappealing prepackaged meals snacks and coffee In today s flourishing food service industry they re more like restaurants on wheels offering eager curbside patrons everything from gourmet tacos and Korean BBQ to gluten free pastries and healthy vegan fare Whether you re the owner or operator of an existing food truck business looking to up the ante or a chef foodie or gourmand interested in starting your own mobile restaurant endeavor Running a Food Truck For Dummies has you covered Create a food truck business plan to set yourself up for success Stay profitable by avoiding the most common operating mistakes Harness public relations and social media to build your following Grow from one truck to multiple trucks restaurants or a food truck franchise Packed with the latest information on legislation and ordinances securing loans and marketing to the all important Millennials this one stop guide helps you cook up a well done food truck venture in no time

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Mike Bates, 2018-11-15 Health Fitness Management Second Edition provides an in depth picture of the varied and rewarding role of the health and fitness club manager With contributions from leading experts in the fitness industry several new chapters a more practical emphasis enhanced features and the addition of instructor resources this second edition is the most authoritative and field tested guide to management success Whether soothing disgruntled members ensuring club safety and profitability or motivating staff to perform at their best health and fitness club managers require the right mix of skills and flexibility to support the success and continued growth of their clubs Both aspiring and practicing club managers can rely on Health Fitness Management to help them acquire and improve their management skills across all areas Human resources Understand the importance of organizational development and the payoffs of thoughtful staff recruitment training development retention and compensation Sales and marketing Discover new ways to attract and retain members and increase profitability with the right mix of products and services Financial management Learn how to read financial statements and understand and control the risks associated with running a fitness club Facility maintenance Implement systems to ensure the upkeep and safety of the facility and its equipment Program evaluation Determine the fitness level of the club and its programs capitalize on strengths and find solutions to improve weak areas Industry perspective Understand the history of health and fitness management its present status and future trends Health Fitness Management Second Edition has been fully updated and organized for maximum retention and easy reference Each chapter begins with Tales From the Trenches a real life example that clearly illustrates the chapter s theoretical focus Special The Bottom Line segments sum up the key points of the chapters in an applied context so readers can see exactly how the information is applied on the job Learning objectives key terms and a list of references and recommended reading round out each chapter



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*Legal and Ethical Issues for Health Professions E-Book* Elsevier Inc,2018-11-02 With coverage of both legal and ethical issues this text gives you the foundation to handle common health care challenges in everyday practice Legal and Ethical Issues for Health Professions 4th Edition includes practice cases specifically developed for key allied health programs along with enhanced pedagogical content Additionally it features a variety of exercises to help reinforce content from the book as well as updated coverage of medical records privacy patient consent and abuse the impact of interprofessional team work and key industry trends Detailed coverage of current legal and ethical issues and case law help facilitate interesting and relevant discussions What If boxes present ethical dilemmas and help you apply concepts from the book to real life examples Specialty practice cases provide practical application for specialties Medical Assisting MIBC Pharm Tech etc and help you relate your experience with practice Increased coverage of the impact of interprofessional teamwork demonstrates the impact ethics have on health care work NEW Two all new chapters covering Medical Records and Key Trends in Healthcare NEW Enhanced coverage of patient consent and abuse outlines what students need to know about what s right and wrong when working with patients NEW Updated case studies discuss the issues faced in a variety of healthcare settings [How to Hire a Nanny](#) Guy Maddalone,2012-06-01 For more than 25 years Guy Maddalone and his company GTM Household Employment Experts have assisted countless families with finding the right help to meet their needs In How to Hire a Nanny Guy passes on the same invaluable advice he s given to his clients Readers will find information on how to hire manage and retain household employees as well as sample interview questions offer letters and job descriptions This new edition will feature updated information on employment laws and the best practices for finding help online *Tips When Hiring and Firing Employees* Linda M. Magoon,Donna de St Aubin,2006-08 Hiring a new employee is one of the most important and time consuming tasks a manager can undertake Firing an employee is an emotionally draining and difficult action no matter the length of service or level of responsibility This book shows you how to hire the right people for the job and fire those that do not work out and avoid litigation [Employee Discharge and Documentation](#) Joseph J. Doherty,Mary Moffatt Helms,Gary W. Wright,2005 *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

**Small Business Management**

Timothy S. Hatten, 2019-01-02 Now with SAGE Publishing Timothy S Hatten's Seventh Edition of Small Business Management equips students with the tools they need to navigate the important financial legal marketing managerial and operational decisions to help them create and maintain a sustainable competitive advantage in small business Strong emphasis is placed on application with Experiential Learning Activities and application of technology and social media throughout New cases real world examples and illuminating features spotlight the diverse innovative contributions of small business owners to the economy Whether students dream of launching a new venture purchasing a franchise managing a lifestyle business or joining the family company they will learn important best practices for competing in the modern business world This title is accompanied by a complete teaching and learning package

This book delves into What Should An Employee Handbook Include. What Should An Employee Handbook Include is a vital topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into What Should An Employee Handbook Include, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
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    - Chapter 2: Essential Elements of What Should An Employee Handbook Include
    - Chapter 3: What Should An Employee Handbook Include in Everyday Life
    - Chapter 4: What Should An Employee Handbook Include in Specific Contexts
    - Chapter 5: Conclusion
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  3. In chapter 2, the author will delve into the foundational concepts of What Should An Employee Handbook Include. The second chapter will elucidate the essential principles that must be understood to grasp What Should An Employee Handbook Include in its entirety.
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